Request to Place an Item on the Agenda

Name: _____

Address: _____

Telephone number: _____

Email Address: _____

School, if applicable: Select One

Group represented: _____

Check if request was submitted to: ☐ Superintendent ☐ Board Chairperson

Conferred with following administrators (names): _____

Description of Issue:

Specific Action Requested:

Check if you are: ☐ Board Member ☑ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items that place a financial obligation on the District must be submitted to the Finance Officer for approval first before being submitted to the Superintendent. All other items submitted shall require prior approval of the Superintendent.

	March 28, 2019
Requestor's Signature	**Date**
Finance Officer's Signature	**Date**
Superintendent/designee's Signature	**Date**

This form can be emailed to boardrequest@lincoln.kyschools.us

Review/Revised:8/12/10