REQUEST TO BE ON THE ZUNI BOARD OF EDUCATION AGENDA

To: *Superintendent* _____

Date of Request: _____

I am requesting for the following item(s) to be placed on the agenda for the Zuni Board of Education's next meeting which is scheduled on: _____

The request is for the following reason:

☐ Recognition/Presentation ☐ Action Item ☐ Informational

Summary of Request:

This request has been reviewed and concurred by our site Administrator. ***I understand that this request form as well as all the supporting documents must be submitted to the Superintendent's Office by 12 noon on Monday, a week prior to the scheduled board meeting.***

Note: If this request will affect the whole district, It is the responsibility of the site Administrator to ensure that all parties involved are contacted and a narrative of their involvement is attached.

Submitted by: _____

Signature of Administrator: _____

☐ APPROVED ☐ DISAPPROVED

Superintendent's Signature_____ Date: _____

FOR OFFICE USE:

Date Received: _____ Time Received: _____ Received By:_____

☐ Request Form Complete ☐ Supporting Documents Attached

Notes:_____