

# Oak Ridge Schools

## Office of the Superintendent



### Administrative Procedure 1.404.2

### Request to Appear Before the Board

According to Oak Ridge Board policy 1.404, individuals desiring to appear before the Board and include an item on the agenda shall submit a written request with descriptive materials to the office of the Superintendent 2 weeks before the meeting.

If the request is approved, the item will be placed on the agenda. Groups wishing to appear before the Board shall select only one (1) individual to speak on the group's behalf.

Fill out the below information and attach any descriptive materials. Return this form to the Office of the Superintendent.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Board Meeting: \_\_\_\_\_

Topic of Interest: \_\_\_\_\_

Summary of Descriptive Material Submitted: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

Date of Request: \_\_\_\_\_