

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series Number 204.8.3P Adopted October 1977 Revised May 2017

Title Special Communication Request

To address the School Board about a topic not on the meeting agenda, complete this form and submit it to the **Superintendent's Office, Independent School District 196, 3455 153rd Street West, Rosemount, MN 55068**, no less than **five** working days before the board meeting at which you wish to speak.

The School Board provides a total of five minutes per topic unless the chairperson grants an extension of time at the board meeting. Comments about school or district operations or programs may be heard, but the board will not hear complaints about specific personnel or other individuals at a public session.

Please be aware that:

- This form becomes a board exhibit and will appear on the district's website;
- If you wish to share supporting documentation with the board, bring nine copies to the board meeting;
- Recordings of the board meeting are broadcast on local cable channels and on the district's website, and
- Questions and requests directed to the board will usually be deferred pending appropriate administrative and board consideration and will receive a timely response.

If you have additional questions, call the administrative assistant to the School Board at 651-423-7723.

School Board meeting date _____

Request initiated by _____
(please print)

You represent Self only
 Organization _____
(name of organization)
 Other group _____
(identify group)

Name of spokesperson _____

Topic _____

Which district personnel have you contacted about this issue?
(specify) _____

What action would you like the School Board or administration to take in response to your comments?

_____ date

_____ signature of person making request

Contact information *(for office use only):*

Name of person initiating request _____

Address _____ Zip _____

Are you a resident of District 196? Yes No

Home phone _____

Cell phone _____

Work phone _____

Email address _____