

**BOARD AGENDA REQUEST FORM**

*NOTE: This form must be fully completed and submitted to the office of the superintendent five (5) business days prior to regularly scheduled monthly Board of Education meetings in order to receive consideration for agenda placement. Lathrop R-II School board meetings are on the second Wednesday of each month at 7:00 p.m.*

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

Scheduled Meeting Date: \_\_\_\_\_

Full Name of Speaker: \_\_\_\_\_

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

Phone Number where you may be reached: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Resident of Lathrop R-2 School District?       Yes       No

Topic (please be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Desired Outcome: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has this item been presented to administration for initial review?       Yes       No

**Any materials that you wish to distribute to board members must be received at the Office of the Superintendent at least five (5) business days before the meeting.**

I have been made aware of the date and time of next scheduled Board meeting.

Signature \_\_\_\_\_

Office Use Only:
Date Request Received:
Person Making Request: