

**REQUEST TO APPEAR BEFORE  
THE SCHOOL GOVERNANCE TEAM**

This form must be filled out completely and submitted to the Principal's office no later than 12:00 noon on the Friday before the scheduled School Governance Team meeting. In the case of special called meetings by the School Governance Team, the "Request to Appear" form must be filled out at least one (1) business (school) days prior to School Governance Team special meeting.

**Name or name of persons requesting to appear before the School Governance Team:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

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

**E-Mail Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Reason for request to appear before the School Governance Team:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach handouts or a description of any handouts which will be provided to the School Governance Team at the meeting. I understand that there is a 3 minute limit for presentations regarding requests to appear before the School Governance Team.** (Additional time may be granted if the Governance Team Chair determines more time is needed for presentation of information and/or discussion.)

\_\_\_\_\_  
Signature **Date**

\_\_\_\_\_  
Principal's signature to place request on the School Governance Team's agenda **Date**