Superintendent's Office Use

Approved for Agenda Item # _____

Initials: _____

Date: _____ Scanned _____

HAMILTON SCHOOL BOARD
AGENDA REQUEST FORM

School/Department: _____ Board Meeting Date: _____

Reason for Submittal: ☐ Presentation ☐ Regular/Action

☐ Consent ☐ Information

Item:

Summary:

Comments:

_____ _____

Administrator Submitting Request Date

Instructions

Submit the following items no later than the appropriate due date as reflected on the board meeting schedule:

1. *Agenda Request Form (HCS 3016) – one original.*
2. *Supporting documentation (contract, grant application, trip request, etc.) – one original* and one copy. *Note: if you need more than one original signature, submit the appropriate number of additional original documents.*

HCS 3016 (Revised 02/11/2021)