



CALAVERAS UNIFIED SCHOOL DISTRICT

AGENDA REQUEST FORM - STAFF

Requestor: _____
Print Name Title Site

Date of Board Meeting: _____

Section to Place on Agenda: ☐ Consent ☐ Business
 ☐ Personnel ☐ Staff Report
 ☐ Curriculum ☐ Discussion (No Action)

Estimated Time Needed: _____ Confidential? ☐ Yes ☐ No

Title of Item: _____

Summary/Brief Description of Item:

Recommendation/Action Needed:

ATTACH COMPLETED SUPPORT DOCUMENTS TO THIS REQUEST FORM

Request is due in the Superintendent's Office by 9:00 a.m. Monday, one week prior to the Board meeting.

Signature of Originator: _____
Date

Signature/Supervisor of Originator: _____
Date

Signature/Superintendent: _____
Date