

## **Request to Present at a School Council Meeting For Members of the Public**

Members of the public are welcome to attend School Council meetings to observe and ask questions during Public Question period. If you are interested in presenting at a School Council meeting, you must receive approval by the School Council in order to be placed on the council meeting agenda (as per School Council Policy #61).

Please use this form to submit your presentation request to the School Council at least **two weeks** before the date of the next School Council meeting. Your request will be reviewed by the council Chair/Co-Chairs, in consultation with the school's principal and council members.

<p><b>Contact Information</b></p> <p>Name: _____</p> <p>E-mail: _____</p> <p>Address: _____</p> <p>City &amp; Postal Code _____</p> <p>Phone number: _____</p> <p>Requested School Council Meeting Date: _____</p>
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**Topic:** \_\_\_\_\_

**Time required to present:** \_\_\_\_\_

**Please provide a brief summary of the subject of your presentation:**

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Thank you for your submission. You will be contacted regarding the status of your request. If you have questions, please contact the school office and ask to speak with the principal.