

HARRISON COUNTY BOARD OF EDUCATION

Delegation Request Form

Those making delegation requests should consult Harrison County Board of Education Policy 1204. Persons who wish to address the board must register **no later than 15 minutes** prior to the scheduled commencement of the meeting. Presentations **will be limited to five (5) minutes per person**.

PLEASE PRINT CLEARLY

Board Meeting Date: _____

Name of Speaker: _____ Representing: _____

Address: _____

City: _____ State: _____ Zip: _____

Please describe subject or issue that you would like to address before the Board of Education. Is this issue on the Board's meeting agenda for this meeting? _____ Yes _____ No

*Most issues or complaints regarding personnel will be addressed with the board in executive session.
Mentioning the names of school employees or students during an open public meeting is discouraged.*

Prior to this meeting have you discussed your issue with (check all that is applicable)

Teacher Involved: _____ Yes _____ No (Teacher's Name) _____

Principal at the School: _____ Yes _____ No (Principal's Name) _____

Central Office Staff: _____ Yes _____ No (Staff Member's Name) _____

List the names of other Harrison County personnel you have discussed this issue with:

Desired action of the board:

Signature _____ Home Phone: _____ Cell Phone: _____

Completed forms may be faxed to 304-624-3361 or emailed to aammons@k12.wv.us