

**PARMA BOARD OF EDUCATION**  
**REQUEST TO BE HEARD**

*Forms must be submitted in person at PCSD Board of Education Meetings*

Members of the audience wishing to address the Board of Education concerning Action Items **MUST** complete the information below and present this form to the Administrative Secretary at the meeting, prior to the beginning of the meeting.

Public Participation is limited to 30 minutes. In order for all speakers to have an opportunity to address the Board, please limit your comments to **THREE MINUTES** and to the **ACTION ITEM/TOPIC** indicated below.

Written questions will be accepted until the end of the meeting. Only those received prior to the start of the meeting will be read into that night's record.

*Criticism or complaints against an employee of the school district will not be heard publicly.*

**I wish to speak prior to Board Action on current agenda resolutions before the Board**

**I wish to have the following question answered (within the next 72 hours or by next scheduled Board of Education Meeting)**

**I wish to have my question read into tonight's record**

**I wish to have the answer read into record**

**PCSD STAFF USE ONLY**

Responsible: \_\_\_\_\_

Complete: \_\_\_\_\_

Meeting: \_\_\_\_\_

**Name** \_\_\_\_\_ **Address** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Action Item/Topic on which I wish to address the Board OR Question I would like addressed**

**PLEASE BE SPECIFIC**

(One Item/Topic per Request Form)

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

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