



**Algoma District School Board**

644 Albert St. East  
Sault Ste. Marie  
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CHAIR  
Jennifer Sarlo

DIRECTOR OF EDUCATION  
Lucia Reece

**APPLICATION TO MAKE A PRESENTATION RE: PUPIL ACCOMMODATION REVIEW**

**SCHOOL:** \_\_\_\_\_

**PLEASE NOTE:**

Each individual/group is allowed a maximum of 15 minutes to present input to a Pupil Accommodation Review. It is suggested that presenters may wish to allot 3 minutes to address trustees and 2 minutes to receive questions of clarification. Input received from presenters will become the property of the Board and will be included in the minutes.

**This form must be submitted to designated Board personnel within 5 days following the posting of the Final Staff Report for consideration within the timelines of the Accommodation Review Process.**

**1) INDIVIDUAL MAKING THE REQUEST:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Home/Day Time Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Identify the applicable geographical area being addressed: (Insert Geographical Area)   
(Insert Geographical Area)

(All other attendees/presenters are to be listed in #6 below.)

**2) SPOKESPERSON (An individual or a designated person to represent a group of individuals, if applicable):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

**3) SPECIFIC STATEMENT OF ISSUE(S):**

\_\_\_\_\_  
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6) **OTHER PRESENTERS/ATTENDEES:**

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Form prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

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| <p style="text-align: center;"><b>PLEASE NOTE</b></p> <ul style="list-style-type: none"><li>• The use of a name/title/position of a person in a negative, critical or derogatory manner will result in termination of the presentation by the Committee Chair.</li><li>• A presenter(s) is not required to supply a complete text of their remarks in advance of the meeting. The presenters may elect to prepare, copy and distribute the text to trustees/staff at the meeting.</li><li>• If presenters submit all presentation materials to the Secretary of the Director's Office – Trustee Services no later than 6 calendar days prior to the scheduled Board Meeting, they will be included in the Special Board Meeting agenda package.</li></ul> |
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