Link for 20 Calendar Day Online Viewing Access - Request Form

The following link will provide public access to the material requested for approval at the school board meeting scheduled on *include school board meeting date HERE*.

***Link must be posted on the district's website 20 calendar days prior to the requested school board meeting.**

Vendor Name	
Material Title	
Vendor Point of Contact Information (include contact person name, phone, & email)	
Public Review Link	
Login information/directions, if applicable	

***Please complete a separate form for each material if multiple items will be requested at the school board meeting.**

Please post link on the district's website no later than 20 calendar days prior to the requested school board meeting.

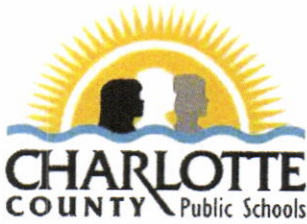**Date to launch links on district website: *INCLUDE DATE HERE***
Refer to the *2022-2023 "Non-Adopted" Materials Request for School Board Approval TIMELINE

District or School Staff Member Name: _____

Title: _____

Department/School: _____

*Please submit this form, as well as the *MEMORANDUM for School Board Action Agenda Item – Request to Purchase "Non-Adopted" Materials* and the vendor's quote (contract, agreement, etc.) via email to Cheryl Edwards, Assistant Superintendent for Learning (Cc Greg Herlean, Director of Purchasing) at least 30 days prior to the requested school board meeting (refer to the *2022-2023 "Non-Adopted" Materials Request for School Board Approval TIMELINE for important deadlines*)

CHARLOTTE
COUNTY Public Schools

CHARLOTTE
COUNTY Public Schools

| 2022-2023 "Non-Adopted" Materials Request for School Board Approval TIMELINE |

Requested materials purchases will be submitted for school board approval four (4) times per year following the timeline below.

July 22, 2022 School Board Meeting

All items submitted for Division of Learning review by June 22nd, 2022

- 20 calendar day online viewing access begins on July 2nd, 2022

September 8, 2022 School Board Meeting

All items submitted for Division of Learning review by August 9, 2022

- 20 calendar day online viewing access begins on August 19, 2022

January 10, 2023 School Board Meeting

All items must be submitted for Division of Learning review by December 11, 2022

- 20 calendar day online viewing access begins on December 21, 2022

March 14, 2023 School Board Meeting

All items must be submitted for Division of Learning review by February 10, 2023

- 20 calendar day online viewing access begins on February 22, 2023

Please note- January and March dates are subject to change; dates will be determined at the November organizational school board meeting