

KHS Student Meeting Request & Explanation for Request

Please complete this form prior to requesting a face-to-face meeting with the Department Head. You will not be scheduled for a meeting without first completing this form either typed or printed legibly. Attach copies of any supporting documents to help us better understand your request. You will be able to make an appointment after this form has been reviewed.

Name:	W-Number:	Date:
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What is your request and explain the circumstances:

This part will be completed by the Administrator - Action Taken / Date: