



**GREENE COUNTY  
SCHOOL SYSTEM**

Meeting Title \_\_\_\_\_

Location: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Facilitator/Title: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

| Payroll ID#<br>(if applicable) | Name of Participant(s)<br>(Please Print) | Role/Title<br>(Principal, Teacher, Parapro, Parent, Student, Community Leader, etc.) | School | Department /Grade | Time |     | Signature |
|--------------------------------|--|--|--------|-------------------|------|-----|-----------|
|                                |  |  |        |                   | In   | Out |           |
| 1                              |  |  |        |                   |      |     |           |
| 2                              |  |  |        |                   |      |     |           |
| 3                              |  |  |        |                   |      |     |           |
| 4                              |  |  |        |                   |      |     |           |
| 5                              |  |  |        |                   |      |     |           |
| 6                              |  |  |        |                   |      |     |           |
| 7                              |  |  |        |                   |      |     |           |
| 8                              |  |  |        |                   |      |     |           |
| 9                              |  |  |        |                   |      |     |           |
| 10                             |  |  |        |                   |      |     |           |
| 11                             |  |  |        |                   |      |     |           |
| 12                             |  |  |        |                   |      |     |           |
| 13                             |  |  |        |                   |      |     |           |
| 14                             |  |  |        |                   |      |     |           |
| 15                             |  |  |        |                   |      |     |           |

**IMPORTANT NOTICE: The following copies must be sent to the District Title Coordinator:  
For School Year 2023-2024**

- Dated sign-in sheets
- Dated meeting agenda
- Minutes of meetings
- Copy of letter to parents (if applicable)
- Copy of all meeting invitations/notifications sent
  - Letter, email, newsletter, school website screen shot.