*This document needs to be revised to fit your context.*

*MAKE A COPY*

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

Who is an Appropriate Audience?

| **Yes**/**No**/**?** | Role: name | Notes |
| --- | --- | --- |
|  | Mayor: Kim Janey |  |
|  | School Committee |  |
|  | Superintendent: Brenda Cassellius |  |
|  | Operations Liaison:  |  |
|  | Library Services: Deborah Froggat |  |
|  | Family / Site Council:  |  |
|  | Principal:  |  |
|  | Family Coordinator:  |  |
|  | Specialist:  |  |
|  | Teachers:  |  |