

**FORM FOR NOTIFYING THE  
SECRETARY (ADMINISTRATOR) OF CESA NO. 9  
OF A SCHOOL DISTRICT 'S REPRESENTATIVE  
TO AN AGENCY CONVENTION**

TO: The Administrator of CESA No. 9

At a meeting of the School Board on \_\_\_\_\_\*, the school board member  
*month /day /year*  
whose name appears below was appointed representative of the \_\_\_\_\_

School District to the Cooperative Educational Service Agency annual convention.

Name of Board Member \_\_\_\_\_

Address of Board Member \_\_\_\_\_

E-mail \_\_\_\_\_

The convention is to be held on August 6, 2018, at the time and place certified to me by the chairperson of CESA No. 9. The representative of this school board named above is in possession of this information.

It is understood that only official delegates can be elected to the Board of Control (no alternates or substitutes).

Signed: \_\_\_\_\_

*School Clerk*

\_\_\_\_\_  
*School District*

\_\_\_\_\_  
*Address*

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

**NOTE: Mail one copy to the CESA Administrator of your agency. Retain one copy for school district's file.**

\* As per s. 116.02(1)(a), Wis. Stats., this date must be **on or after the 4<sup>th</sup> Monday in April.**