

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series Number 406.1P Adopted September 2013 Revised _____

Title Staff Recognition

1. **School/Department Recognition** – Employee recognition at the school and department level must be approved by the superintendent or designee.

Employee receiving recognition _____

Type of recognition _____

Estimated cost of recognition _____

School/department _____

2. **Forward document to appropriate director for approval:**

Signature _____ Date _____

Title _____

3. **If approved**, director maintains in file

If denied, director returns document to school/department