

Verbal Public Input Ground Rules

The following are procedures to follow when providing public input to the State Special Education Advisory Panel. Your input can be verbal or written.

Submitting Verbal Comments

- The public (non panel members) should sit apart from the panel members in the guest section.
- Refer to the Panel agenda for the time period to provide public input.
- The limit for verbal comments is no more than five minutes.
- You will be given a verbal cue one minute before your time is up.
- Please keep your comments factual and objective. Please avoid using names of students or staff members.
- Your comments will be taken under advisement by the panel.

If your issue is relating to a specific issue with your child, remember you have a right to request mediation, file a complaint with the State, or request a due process hearing. For more information, talk with your local school district director.

Thank you!

Written Public Input Ground Rules

The following are procedures to follow when providing public input to the State Special Education Advisory Panel. Your input can be verbal or written.

Submitting Written Public Comments

- The public may submit comments in written form to be read by the chairperson and/or distributed at State Advisory Panel (SAP) meetings during the public input session, if unable to present in person.
- Written comments can be submitted via email, mail, or fax to the chairperson or SEA and *received at least three business days* prior to the scheduled meeting. Any written comments submitted after that time will be read and/or distributed at a later SAP meeting.
- Written input must include the name, address and county of residence of the person submitting comment. Specific issues about a particular student should be addressed to the Department of Education, Division for Special Education Services rather than the SAP.

Your written comments will be taken under advisement by the panel. If anyone needs special assistance to participate in the public input session, every effort will be made to provide the accommodation. When requesting accommodations for public input, please allow no less than three business days notice prior to the scheduled meeting.

Thank you!
