

**Special Education Advisory Committee PUBLIC COMMENT FORM AND GUIDELINES**

The Special Education Advisory Committee (SEAC) of Roanoke City welcomes ideas, comments, or concerns from the public. The comments can be provided in person or writing by attending the meeting or by email.

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At every SEAC meeting, an opportunity is provided for visitors to make public comment. Public comment is **limited to 5 minutes**. It is received without SEAC comment. The public comment is summarized in the SEAC meeting minutes and/or a copy of this sheet is attached to the minutes. The original of this sheet is forwarded to the executive director of special education, who acknowledges in writing receipt of all public comment.

The SEAC is always looking for ideas and suggestions from students, parents, and teachers that will improve the education of children with disabilities. The SEAC requests that any concerns expressed be general comments dealing with global issues rather than a specific comment dealing with a personal matter or situation. The committee suggests that you address concerns about personal situations directly to the department of special education.

Please summarize your idea or concern in the space below:

Name: \_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

For SEAC Use Only:

* Date received:
* Name of SEAC member who received form:
* Date when idea/concern was expressed at a SEAC meeting:
* Date of SEAC letter acknowledging comment: (Attach letter to this form)