

***State Special Education Advisory Committee***  
***Guidelines for Public Comment***  
**(Adopted April 27, 2006, revised July 13, 2006)**

The State Special Education Advisory Committee (SSEAC) welcomes public comment at each of its regular meetings. SSEAC members use comments from the public and other information sources to advise the Virginia Board of Education and the Virginia Department of Education of the educational needs of children with disabilities in the state. Among the other information sources used by the SSEAC to identify issues and solutions are the state performance plan, annual reports, and local school division reports. These reports are available on the Virginia Department of Education's Web site at [www.doe.virginia.gov](http://www.doe.virginia.gov)

1. The total time allotted to public comment will generally be 30 minutes. Each public comment is limited to 3 minutes.
2. Those wishing to speak should contact Ms. Michele Orr by phone at 804-786-0790 or Suzanne Creasey by E-mail at [Suzanne.Creasey@doe.virginia.gov](mailto:Suzanne.Creasey@doe.virginia.gov) to be scheduled to speak. Speakers should request special accommodations, if needed, at least one week in advance of the meeting. Text users should dial 711 to access the relay system.
3. Public comment can be provided in person or may be forwarded to a SSEAC member or to Dr. Suzanne Creasey to read at the meeting. Written copies of comments are helpful. A single copy may be sent and, if desired, multiple copies (25 for members and staff) may be distributed at the meeting.
4. The SSEAC does not respond directly to public comment at the meeting, except to ask clarifying questions.
5. The topics of public comment are included in the SSEAC's meeting minutes. Public comment will become part of the public record and accessible to anyone wishing to review the minutes of the SSEAC meetings. Speakers should withhold information they do not wish to make public.
6. Virginia Department of Education staff members serve as consultants to the SSEAC. If the public comment involves student- or school-specific information, staff will contact the speaker to determine appropriate follow-up.

More information on the SSEAC is available from the Virginia Department of Education, Special Education and Student Services office by E-mail at [Suzanne.Creasey@doe.virginia.gov](mailto:Suzanne.Creasey@doe.virginia.gov). Text users dial 711 (Relay). Information is also available on the web-site at:

[http://www.doe.virginia.gov/boe/committees\\_advisory/special\\_ed/meetings/index.shtml](http://www.doe.virginia.gov/boe/committees_advisory/special_ed/meetings/index.shtml)