

## Public Input Ground Rules



The following are procedures to follow when providing public input to the Kansas Special Education Advisory Council (SEAC). Your input can be submitted in writing or presented verbally.

### Submitting Written Public Comments

- The public may submit comments in written form to be read by the chairperson and/or distributed at SEAC meetings during the public input session, if unable to present in person.
- Written comments can be submitted via email ([joyce.broils@ksde.gov](mailto:joyce.broils@ksde.gov)), mail, or fax to the secretary of the SEAC
  - Comments must be received *at least three business days* prior to the scheduled meeting. Any written comments submitted after that time may be read and/or distributed at a later SEAC 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 Special Education and Title Services (SETS) Team rather than the SEAC.

Your written comments will be part of the public meeting documents received by the panel.

If special assistance to participate in the public input session is needed, please contact the SEAC secretary.

### Submitting Verbal Public Comment

- Prior to start of the SEAC meeting, be sure to sign in on the "Public Comment" sign in sheet. Those choosing to make public comment will be seated in the guest section for the SEAC meeting.
- Refer to the Panel agenda for the time period to provide public input.
- The limit for verbal comments is limited to three minutes.
- Those making public comment will be given a verbal cue one minute before time expires.
- Please keep comments factual and objective. Please avoid using names of students or staff members.
- Comments will be taken under advisement by the panel.

If there is a concern relating to a specific issue with a child, remember you have a right to request mediation, file a complaint with the Kansas State Department of Education, or request a due process hearing. For more information, talk with your local school district director or contact the SETS Team.