**SAMPLE PUBLIC COMMENT FORM AND GUIDELINES**

The Special Education Parent Advisory Group (SEAG) of \_\_\_\_\_\_ County/Township/City welcomes ideas, comments or concerns from the public. The comments can be provided in person or writing, mail or email. At every meeting of the SEPAG an opportunity is provided for visitors to make public comment. It is received without SEPAG comment. The public comment is summarized in the SEPAG meeting minutes and/or a copy of this sheet is attached to the minutes. The original of this sheet is forwarded to the director of special education who acknowledges in writing receipt of all public comment.

The SEPAG is always looking for ideas and suggestions from students, parents and teachers that will improve the education of children with disabilities. The SEPAG requests that any concerns expressed be general comments dealing with systemic issues rather than a specific comment dealing with a personal matter or situation. The SEPAG 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: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For SEAC Use Only:

* + - Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Name of SEPAG member who received form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Date when idea/concern was expressed at a SEPAG meeting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Date of SEPAG letter acknowledging comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(please attach letter to this form)