

## Procedures for Public Comment

### PUBLIC COMMENT

The following are guidelines for public input (taken from the SAP Policies and Procedures manual).

Thirty minutes will be allocated on the agenda for public input at each meeting. Additional time may be added at the discretion of the Chair.

- Public comment may be oral, in person or by phone call, or in written form to be read by the Chair.
- Public comment is limited to no more than 5 minutes per person.
- A sign-in sheet will be available at the registration table. Those wishing to speak will be asked to sign in. The Chair will call on individuals based on the order participants have signed in.
- Persons submitting comment by phone call or in writing will be signed in by the Chair.
- Each speaker will clearly state their full name and county of residence.
- All public comment should be factual and should not include personally identifiable information of students or personnel in order to maintain confidentiality. Speakers should avoid using names of students or staff and maintain confidentiality and privacy standards.
- All public comments will be taken under advisement by the Panel but will not elicit a written or spoken response. The names of persons providing public comment and a brief summary of topics or input will be included in the meeting minutes published.

#### **Requesting public comment by phone call**

- The public may submit a request to make public comment by phone call at State Advisory Panel (SAP) meetings during the public input session, if unable to be present in person.
- All requests to make public comment by phone call must be submitted by email, mail or fax (404 651-6457) to the chairperson and received at least 3 business days prior to the scheduled meeting. Any requests submitted after that time will be scheduled for a later SAP meeting.
- A request to make public comment by phone call must include the name, address, contact number and county of residence of the person submitting the request. Specific issues about a particular student should be addressed to the Georgia Department of Education, Divisions for Special Education Services and Supports rather than the SAP.
- The Chair will contact each person wishing to make public comment by phone to confirm receipt of the request and to schedule the date and time for public comment.
- The phone number for making public comment will be posted on the agenda for each State Advisory Panel meeting posted on the GaDOE State Advisory Panel webpage.  
([http://public.doe.k12.ga.us/ci\\_exceptional.aspx?PageReq=CIEXCSAP](http://public.doe.k12.ga.us/ci_exceptional.aspx?PageReq=CIEXCSAP))

**Submitting written public comment**

- The public may submit comment 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.
- All written comments must be submitted by email, mail or fax (404 651-6457) to the chairperson and received at least 3 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 Georgia Department of Education, Divisions for Special Education Services and Supports rather than the SAP.

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 3 business days notice prior to the scheduled meeting.