# State Special Education Advisory Committee Guidelines for Public Comment

**(Adopted April 27, 2006, Revised October 5, 2017, Revised January 16, 2023)**

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 (BOE) and the Virginia Department of Education (VDOE) 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 website at[www.doe.virginia.gov](http://www.doe.virginia.gov).

1. The total time allotted to public comment will generally be thirty (30) minutes.

Any public comment, written, video, oral, is limited to three minutes. Public comment can be provided in person or may be forwarded in writing via email to [SSEAC@doe.virginia.gov](mailto:SSEAC@doe.virginia.gov) to be read at the meeting. Individuals making public comment in person are asked to provide the SSEAC Chair with a written copy of their oral comments.

1. Written public comment must be provided to the VDOE by 7 a.m. on the Thursday that the meeting is scheduled.
2. Those wishing to speak should contact VDOE by phone at (804) 750-8078 or email at [SSEAC@doe.virginia.gov](mailto:SSEAC@doe.virginia.gov) to be scheduled to speak. NOTE: You do not need to be pre-register to speak, anyone present at the specified time will be afforded an opportunity to present their commentary. Speakers needing special accommodations, should request them at least two weeks (ten business days) in advance of the meeting via telephone to the VDOE, at (804) 750-8078 or via email, at [SSEAC@doe.virginia.gov](mailto:SSEAC@doe.virginia.gov). Text users should dial 711 to access the relay system.
3. The SSEAC does not respond directly to public comment at the meeting, except to ask clarifying questions.
4. 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 and should not be referencing to any specific child’s personally identifiable information (PII), including, but not limited to name.
5. Staff members of the VDOE serve as consultants to the SSEAC and will review the public comments and conduct any follow-up deemed appropriate.

More information on the SSEAC is available from the VDOE via email at [SSEAC@doe.virginia.gov](mailto:SSEAC@doe.virginia.gov). Text users dial 711 (Relay). Information is also available on the VDOE website at: [State Special Education Advisory Committee (SSEAC)](https://www.doe.virginia.gov/data-policy-funding/virginia-board-of-education/board-committee-meetings/state-special-education-advisory-committee-sseac)