



Arizona Department of Education

Exceptional Student Services

Call to Public Request to Speak Form

The Special Education Advisory Panel (SEAP) values citizen comments and input. If you wish to speak on a matter that is listed on the agenda, please fill out the Call to Public/Request to Speak Form below and submit it, as well as any attachments, to the SEAP Mailbox at SEAPInbox@azed.gov.

All Public Comments must be submitted no later than: 8:30 PM on June 1, 2020

Public Comments will be posted on the website as well as distributed to the SEAP members prior to the meeting start time. If you wish to address the Panel regarding an issue that is not on the agenda, please follow the same procedures.

Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Organization Name (if applicable): _____

Title: _____

Subject: _____

Public Comment (Attached comment is also accepted):

Kathy Hoffman, Superintendent of Public Instruction

1535 West Jefferson Street • Phoenix, Arizona 85007 • (602) 542-5460 • www.azed.gov

Special Education Advisory Panel (SEAP) Policy Regarding Public Comments at Meetings

1. A person who desires to speak to the SEAP must submit a completed Request to Speak Form to the SEAP Inbox (seapinbox@azed.gov) at least twelve (12) hours before the start of the meeting. Request to Speak Forms shall be made available at least 4 calendar days prior to the start of the SEAP meeting date and available on the [SEAP website](#).
2. Public Comments will be emailed to SEAP members and accepted for the record but will not be read aloud at SEAP meetings. Requests must be approved by the SEAP Executive Committee before public comments disseminated to Panelists and posted online. It is strongly encouraged that written comments be submitted 2 calendar days prior to the meeting.
3. The Request to Speak Form shall include the name and address of the person providing comments, and the name of the organization (if applicable) that the person is representing.
4. Public comments are subject to the following rules:
 - a. When an individual submits a public comment, the individual will indicate on the Request to Speak Form the specific agenda item on which the individual wishes to comment, or that the individual will be making only general comment.
 - b. SEAP Co-chairs will take comments during the Call for Public Comment segment of the agenda. During virtual meetings, public comments will be reviewed by SEAP Members before the start of each meeting and will not be read aloud.
 - c. Public comments are generally limited to three (3) minutes in length and additional time may be granted at the discretion of the SEAP Co-chairs. Comments shall be timed, and time limits will be strictly enforced.
 - d. No person may speak more than once on the same topic.
 - e. Comments shall be directed to the SEAP, not to an individual member, and questions will not be entertained, and no discussion will ensue.

Kathy Hoffman, Superintendent of Public Instruction

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