



## SEAC Visitor Registration

### Michigan Department of Education Office of Special Education



Visitors are welcomed at the Special Education Advisory Committee (SEAC) meetings. Please complete this registration so we maintain an accurate record of participants and anticipate your attendance. Note the date you will be in attendance so we may grant necessary permissions. All registrations must be received at [PettitT4@michigan.gov](mailto:PettitT4@michigan.gov) no later than noon (12:00 p.m.) one day prior to each meeting.

Information for visitors joining the meeting will be sent no later than one day prior to each meeting. A new registration must be completed each month.

*\*Items marked with an asterisk must be completed for registration to be considered.*

\*Date of Meeting

\*Name

\*Email Address

\*Phone Number

Home Address (including city and zip code)

Organization (if applicable)

Thank you in advance for adhering to SEAC’s expectations for online participation of non-members:

- Register at least 24 hours in advance for each month you plan to attend a SEAC meeting. You must place your phone number on the registration form to be accepted into the online meeting.
- One day prior to the meeting you will receive a draft agenda, PowerPoint (if used), and the sign-in information.
- When signing in on the day of the meeting, use “Visitor” as your name.

- Latecomers will not be admitted.
- Unregistered visitors will not be admitted.
- Mute microphone on your phone/computer. You are participating in a business meeting of the SEAC. Visitors are welcomed to listen but will not participate unless asked to do so.
- Turn off your phone/computer camera. You are participating in a business meeting of the SEAC. Visitors are welcomed to listen but will not participate unless asked to do so.
- Non-members are asked to remember the SEAC is a working body. Entry into small group rooms is for members only. During work times, visitors must sign out and sign back in when the entire group reconvenes (check day's agenda for time).
- Public comment is not an option at SEAC meetings. Those persons wishing to make public comment may do so at a State Board of Education meeting. View additional details on [Public Participation in State Board of Education Meetings](#).
- Functions provided in Zoom (i.e., chat box, raised hand, etc.) are to be used by members only.
- Visitors not abiding by the norms will be removed from the online meeting.

For additional information regarding SEAC, please visit the [SEAC website](#).