



# Special Education Advisory Committee Membership Application

(Information on the application will be used for membership purposes only)



Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a (check all that apply)?

- ☐ Parent ☐ person with a disability ☐ grandparent ☐ guardian  
☐ Foster parent of a child/youth with a disability  
☐ Representative of a community agency (please specify) \_\_\_\_\_  
☐ Representative of a business or association in the community (please specify) \_\_\_\_\_  
\_\_\_\_\_  
☐ Other? (please specify) \_\_\_\_\_

If you are a parent or family member, what is your child's:

Age \_\_\_\_\_ School \_\_\_\_\_

Disability \_\_\_\_\_

How many SEAC meetings have you attended in the last 12 months? \_\_\_\_\_

What do you hope to accomplish from your participation on the SEAC? (attach separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_

What unique experiences, perspectives, talents or skills could you bring to the SEAC? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If invited to serve on the SEAC, what do you see as needs in special education?

(List system-wide issues rather than personal issues)

\_\_\_\_\_  
\_\_\_\_\_

Please acknowledge that you have read the Code of Virginia, Title 2.2 Administration of Government, Virginia Freedom of Information Act (FOIA) and understand that SEAC members, once appointed by the LCPS School Board, are subject to comply with these regulations. Yes \_\_\_\_\_ No \_\_\_\_\_

Parental Consent required if under the age of 18.

Parent Signature \_\_\_\_\_

Parent Name (Printed) \_\_\_\_\_

Send completed application to:

[SEACViceChairMembership@lcps.org](mailto:SEACViceChairMembership@lcps.org)

Thank you for your interest in serving SEAC! We will notify you once your application is received.



# Special Education Advisory Committee



## MEMBER JOB DESCRIPTION

This is a volunteer position to serve as a member of the Special Education Advisory Committee of Loudoun County Public Schools for a term of 2 years (as stated in the local SEAC bylaws).

### **Major Responsibilities:**

This position has primary responsibility for working with other SEAC members to fulfill the following functions outlined in *the Regulations Governing Special Education Programs for Children with Disabilities in Virginia*, effective March 27, 2002:

- a. Advise the local school division of unmet needs in the education of children with disabilities;
- b. Assist the local school division in the formulation and development of plans for improving performance of children with disabilities specified in subdivision B 1 b of this section;
- c. Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities;
- d. Submit periodic reports and recommendations regarding the education of children with disabilities to the division superintendent for transmission to the local school board;
- e. Assist the local school division in interpreting plans to the community for meeting the special needs of children with disabilities for educational services; and
- f. Review the policies and procedures for the provision of special education and related services prior to submission to the local school board and the Virginia Department of Education.

Individuals in this position work closely with the local school division's Director of Special Education.

### **Other Responsibilities Include:**

- Review and abide by SEAC bylaws.
- Attend regularly scheduled local SEAC meetings.
- Maintain an ongoing knowledge of special education law.
- Be informed of activities of the committee and familiar with current school division special education plans.
- Read the minutes of each meeting; advise the chair of any corrections or additions.
- Participate in the work of the SEAC, including serving on subcommittees when required.
- Encourage parents and other community members to join/attend the SEAC.
- Participate in community awareness activities to increase visibility of the local SEAC.
- Focus on systems change not personal grievances or individual advocacy.
- Work collaboratively with other SEAC members and school division leadership and personnel.