Sample Public Comment Script
The following is a sample script for the Council to use at the meeting during which public comments on the RFF proposal will be accepted. Feel free to adjust this script for your specific school.

The purpose of this part of the meeting is to collect input from our school community on the Request for Flexibility proposal that our school plans to submit to Fulton County Schools. Through the Request for Flexibility process, our school can request a waiver from district and/or state law or policy in order to implement a school-based solution to meet our students’ needs.

<Insert School Name> would like to <Insert Brief Concept Description>. We hope to address <Describe the Need> by implementing this concept. Our school is requesting a waiver from <Insert Applicable FCS and/or State Law or Policy>. A copy of the RFF proposal and supporting documentation, which includes an in-depth description of the proposed concept, is available at <Insert URL> and at <Location of Print Copies>.

Please note the following procedures for this meeting:

✓ Individuals who wish to address the Council should place their names on the sign-up sheet.
✓ The window for public comments will end after <Insert Time Window>, or when all speakers who signed up to speak have been heard, whichever occurs first.
✓ Speakers will be heard in the order in which they signed up.
✓ Speakers should begin by stating their name and connection or interest in the school.
✓ Each speaker will have <Insert Time Window> minutes to speak.
✓ We will <Insert Signal> when your time is up. (Possible signals include a raised hand, a sign, colored cards, etc. Consider providing speakers with a one-minute warning.)
✓ This period is designed to gain input from the public, not for immediate responses by the Council.

**Accept Public Comments**

We would like to thank all of the speakers for taking time to be here tonight.

Please remember the period for public comments is designed to gain input from the public, not for immediate responses by the Council. While the Council cannot assure each speaker of a specific or individualized response, the Council will consider the comments and any materials provided by the speakers. Where appropriate, the Council may revise the RFF proposal to reflect input from the school community before submitting the RFF to the school’s Area Superintendent for review.
If there are questions or information that you have for the Council, you may contact one or more of the Council members after this meeting. In addition, you can find our contact information as well as meeting dates and agendas on the Council webpage of the <Insert School Name> website.