

TIPSHEET FOR SUBMITTING EFFECTIVE PUBLIC COMMENTS

Look for updates on the RFIs, policies, announcements, etc.

Follow on social media:

Facebook

[@PA Department of Education](#)

[@PA Human Services](#)

[@ED.gov](#)

[@TryingTogether](#)

Twitter

[@PADeptofEd](#)

[@usedgov](#)

[@Trying_Together](#)

Sign up for newsletters:

[OCDEL/PA's Promise for Children emails](#)

[Trying Together E-newsletters](#)

Understand the policy and follow the guidelines.

Begin with a strong understanding of the piece you are commenting on and follow the guidelines for submitting public comment. Ask questions of the agency if you need clarification.

Organize your document.

Clearly organize the document and provide titles to explain each section.

Use evidence to strengthen your comments.

If you are praising a component of the policy, then explain why it will positively impact you. If you have a critique, then offer an evidence-based alternative.

Highlight the positive aspects of the policy then offer constructive criticism.

Constructive comments will be the most useful and be more appreciated. Discuss what you like about the policy before diving into the problems you have with it. Provide rationale.

Identify who you are and why this policy matters to you.

Share credentials that distinguish you – include relevant personal and/or professional experiences.

Contact us for support or questions.

Call the Trying Together public policy team at 412-421-3889 if you would like help or support. We often submit public comments or requests for information. We are happy to discuss and collaborate on submissions.