

Tips for Writing Effective Public Comments

- **Read the proposed regulations and take notes on any areas of concern.** Research how others are talking about the proposed regulations and their impacts.
- **Write individual comments.** The Department of Education only needs to respond to original comments. If they receive 20,000 form letter comments, they will count this as one single comment since they are all identical. Therefore, 1000 original comments will carry more weight than tens of thousands of form letter comments.
- **Don't worry about writing a dissertation.** Comment on the areas you feel most strongly about to keep the process manageable and efficient for the time you have. Feel free to team up with others to divide and conquer. Each of you can take one or two areas to focus on and then combine your comments together into a more comprehensive set of comments.
- **Use clear headings to organize your comments.** When commenting on a specific area, be sure to reference the page number (from the PDF) and the section number. Keeping your comments organized with logical headings and references will ensure they are easier to follow and understand.
- **Include personal stories and statements.** If you've been personally affected, write about your experience and the impacts you faced, if you feel comfortable doing so. All comments are public, including your name, so if you do not feel comfortable having your name and story public, you can enter Anonymous as your first and last names.
- **Give specific examples of the impact proposed regulations will have on students.** Use your expertise as a student, staff, or faculty member to support your examples. If you use any examples that are not your own experiences, be sure to ask permission to share another person's experience (even if you do not include identifying details), and take care to write about the examples/experiences in a safe and ethical way.
- **Use strong data.** Statistics and data, whether nationally or from your own campus, will go a long way in highlighting the magnitude of the issue and contextualizing the potential impacts of the proposed regulations.
- **Cite research and best practices.** Be sure to cite your sources and back up your arguments with research and best practices. Agency reviewers look for sound science and reasoning in comments.
- **Offer recommendations.** If you have a better solution for a specific problem highlighted in the proposed regulations, offer it in your comments.
- **Don't use inflammatory language.** While we all have strong opinions about politics and politicians, keeping your comments professional and on-point will ensure that your comments are taken seriously and not discarded for profanity or inappropriateness.
- **Mobilize others to write comments.** Share your resources and opinions with your friends, colleagues, and others who have a stake in Title IX. Host a comment-writing party, attend meetings where the proposed regulations will be discussed and offer your thoughts, post on social media, ask your student organization leaders to add this topic to an upcoming meeting agenda for discussion, etc.

Submitting Public Comments

1. Go to www.regulations.gov and type ED-2018-OCR-0064 into the search bar

The screenshot shows the regulations.gov website. At the top, there is a search bar with the text "Make a difference. Submit your comments and let your voice be heard." Below the search bar, there are navigation links for Home, Help, Resources, and Contact Us. The search results for "ED-2018-OCR-0064" are displayed, including a "What's Trending" section with links to "Oil and Gas Lease Sale", "Beaumont Sea Program Act", and "Patient Protection and Affordable Care Act".

3. Click on the link for the primary document and download the PDF version of the proposed regulations in order to be able to reference specific pages and sections.

The screenshot shows the document page for "Title IX of the Education Amendments of 1972". It includes a document title, a date of "Jan 28, 2019", and a "Comments Received" count of 50,194. The document is in PDF format. There are sections for "Action" and "Summary".

4. When you're ready to submit your comments, click on the link, "Comment Now!" and cut and paste your comments into the box. You can also upload comments if you prefer. Remember to enter your name, or First Name: Anonymous, Last Name: Anonymous if you prefer.

The screenshot shows the "Your Information" form. It includes fields for "First Name", "Last Name", "Email", and "Phone Number". There is a "Drop files here" area for uploading documents. The form also has a "Comments Received" count of 50,306 and a "Regulatory Timeline" section.

BE SURE TO SUBMIT YOUR COMMENTS NO LATER THAN 11:59pm, JANUARY 28, 2019!

2. Click on the link to go to the main page for the proposed regulations. Here, you can view links to the primary document (the proposed regulations) and even read comments already submitted.

The screenshot shows the primary document page for "Title IX of the Education Amendments of 1972". It includes a document title, a date of "Jan 28, 2019", and a "Comments Received" count of 50,306. The document is in PDF format. There are sections for "Primary Documents" and "Supporting Documents".