

SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

Community Representative Application

The SEAC Community Representative position provides an opportunity for parents of students with special education needs to give input to the Toronto District School Board (TDSB) about its Special Education programs and services. Community Representatives are expected to provide the perspective of families whose children have special education needs and attend TDSB schools in the area of Toronto in which the representative lives. Most successful applicants have been active on School Councils or are connected with local community groups of diverse cultural backgrounds. Community Representatives are also expected to expand their representational base by attending the Ward Forums offered by area Trustees to broaden community connections and bring the perspectives of a wider community of parents to SEAC Meetings.

Community Representatives attend all SEAC meetings as voting members. Community Alternates are encouraged to attend and participate in meetings, but may only vote on motions when covering for an absent Representative.

SEAC meetings are held once a month on a Monday evening in the boardroom at 5050 Yonge Street. Members can attend virtually.

Appointments are for a four-year term.

Membership Selection

In the TDSB, up to eight Community Representatives and matching Alternates may be appointed by the board. In accordance with Regulation 464/97 under the Education Act, which covers the work and function of SEAC, the board may appoint as Community Representatives applicants who are not representatives of a local association, and not members of the board or a committee of the board.

Applicants must:

- Be Canadian citizens aged 18 or older
- Be public school electors residing within the jurisdiction of the Toronto District School Board
- Not be employed by the TDSB in any capacity

In addition to these requirements, the board takes the following factors into consideration when appointing SEAC Community Representatives and Alternates:

- Representative for an exceptionality/learning need that is underrepresented by the current membership
- Previous/current involvement with communities, agencies, school councils, parent groups, etc.
- Representation from a wide range of exceptionalities/special needs
- Representation from a diversity of geographical locations across Toronto
- Diversity of the applicant (self-identified)

Preference is given to parent/guardians of student(s) currently receiving a variety of special education supports/services in TDSB schools

New Police Check Requirement

Under Ontario Regulation 521/01: Collection of Personal Information, school boards are required to collect a Police Record Check from members of certain committees, including:

- School Councils
- Parent Involvement Committees (PIC) - the Parent Involvement Advisory Committee (PIAC) at TDSB
- Special Education Advisory Committees (SEAC)
- Audit Committees
- Supervised Alternative Learning Committees (SALC)

If you are considering applying for election or appointment to one of these committees, please be aware that:

- A Police Record Check will be required at your own cost if you are appointed.
- Your appointment may be conditional upon satisfying the Board's Police Record Check requirements.
- You will be responsible for complying with TDSB Procedure PR747 – Police Record Check, including any future renewal or disclosure requirements.

We encourage applicants to familiarize themselves with these requirements before seeking election or appointment.

Questions about police record checks? Please contact the Police Record Check Office at policereferencecheckoffice@tdsb.on.ca for additional information.

Application Process

The TDSB invites interested members of the school community to apply to become the SEAC Community Representative or the Alternate Representative for the Learning Centre in which they live or in which their child attends school. There are sometimes more applicants than positions. If you are interested in applying, please complete and sign the following form and return it to:

Email: lianne.dixon@tdsb.on.ca
Post: SEAC Liaison
Special Education and Inclusion
5th Floor
Toronto District School Board
5050 Yonge Street, 5th Floor
Toronto, Ontario
M2N 5N8

DEADLINE FOR APPLICATIONS IS OCTOBER 15, 2026.

Community Representative Application

Applications will be considered for vacancies as they arise.

Parents interested in becoming a Community Representative self-nominate. Self-nomination includes completion of this application form and the option of providing any additional information that would support an appointment, such as school council experience, special needs experience/expertise and/or broader community-based connections. Please indicate which position you are applying for.

Application for (Please $\checkmark$)	☐ Community Representative OR ☐ Alternate Representative		
Name of Applicant			
Home Address (Including Postal Code)			
Contact Phone Number(s) of Choice	Home	Cell	Work
Email Address (For regular communication)			
TDSB School(s) Associated with the Applicant (Please indicate Pr/Jr/Int/Sr)			
TDSB Learning Centre Associated with Neighbourhood School	☐ LC1 ☐ LC2 (If not known, leave unmarked.)		
Special Education Exceptionalities or Area(s) of Interest			
Additional Background Information in Support of this Nomination (Experience/Expertise) (Additional information may be appended)			

Candidates must meet the following Ministry of Education criteria, as set out in the legislation.

By my signature*, I confirm the following:

- ☐ I am a Canadian citizens aged 18 or older .
- ☐ I am a public-school elector residing within the jurisdiction of the TDSB.
- ☐ I am **NOT** employed by the TDSB in any capacity.

*

*Signature (*required)*

Date