

PaTTAN Presentation Protocol

Purpose

This review and approval process ensures that outward-facing presentations reflect the priorities and initiatives of the Pennsylvania Department of Education (PDE), Bureau of Special Education (BSE). By flagging and carefully vetting certain topics – especially those with heightened public interest or emerging policies, PaTTAN maintains clarity, consistency, and alignment in its messaging.

Certain topics may require additional review or preparation due to their relevance, emerging public attention, or sensitivity because they may:

- Attract strong public scrutiny, media coverage, or debate
- Involve polarized opinions or sensitive social, political, or legal matters
- Are undergoing rapid changes in policy, law, or public perception

Some current PaTTAN-specific examples include:

- Diversity, equity, and inclusion (DEI) initiatives (general, not specific to students with disabilities)
- Culturally Relevant and Sustaining Education (“CR-SE”) Program Framework Guidelines
- Training on Restraints

Note: The following process ensures that content addressing these topics is reviewed with thoughtful consideration and alignment to PDE-BSE messaging and goals. This protocol primarily applies to new or significantly updated presentations that address sensitive or evolving topics. Not all presentations require extra review. If unsure, contact the Office/State Lead or Regional Office Director/Assistant Director for guidance.

1. Identification of Content for Additional Review

☐ Determine if the Content is Sensitive or Requires Extra Consideration

- Topics receiving increased public attention at the local, state, or national levels.
- Emerging or evolving policies, practices, or areas of sensitivity.
- Presentations that require additional clarity or alignment with PDE-BSE priorities (e.g., new guidance from PDE, controversial issues).

☐ Notify the Regional Office Director/Assistant Director Early

- If a presentation might meet these criteria, flag it as soon as possible.
- Direct questions to the Office/State Lead or Regional Office Director/Assistant Director if you’re uncertain.

☐ Expedited Path

- If timelines are short or the request is last-minute, label it “Expedited.”
- The lead office will attempt to provide feedback within 2 business days when possible.

2. Review of Previously Approved Presentations

☐ Reassess Previously Approved Content

- Check if content remains accurate and current (data, policies, or messaging) and is still consistent with BSE pillars and foundations.

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☐ Determine if Updates Are Needed

- Has new guidance or policy been released?
- Has the public interest or context changed, making this topic more sensitive?

☐ Flag for Additional Content Review if Context Has Changed

- If content now addresses a heightened or controversial issue, follow the same steps as for new content.

3. Submission for Additional Consideration

☐ Submit to State/Office Lead First

- Provide a brief rationale: the purpose of the content, intended audience, and any slides/sections needing extra clarity.

☐ Regional Office Director/Assistant Director Review

- The Regional Office Director/Assistant Director determines if further approval (e.g., PaTTAN Coordinator, BSE/PDE) is required.
- State Lead Involvement: If highly specialized (e.g., DeafBlind, sensory), include the relevant lead for content accuracy.

☐ Standard Review Timeline

- Expect feedback within 10 business days (unless expedited).

4. Leadership and Communications Review

☐ Review Criteria

- Accuracy: Reflects current policies, PDE-BSE priorities, and evidence-based practices
- Clarity: Messaging is focused, accessible, and easily understood
- Tone: Professional and considerate of diverse audiences
- Context: Addresses sensitive areas appropriately, aligns with PDE-BSE's overarching goals
- Accessibility: Alt text, captions, proper formatting

☐ Feedback & Recommendations

- Once approved, presenters may finalize slides and materials.
- Retain a copy of the approved version for future reference or refresh.

☐ Final Approval & Next Steps

- Once approved, presenters may finalize slides and materials.
- Retain a copy of the approved version for future reference or refresh.