



The State of New York

THE STATE EDUCATION DEPARTMENT

# NOTICE OF APPEARANCE

Section 166 of the Executive Law requires a regulatory agency to maintain for public inspection, a record of who appears before it for a fee as a third party (i.e., an attorney, agent, lobbyist, or representative) on behalf of a person or organization subject to the regulatory jurisdiction of the agency. This usually occurs when the third party's client is involved in an enforcement, formal permit, or application matter. *This form is subject to all the rules and regulations of the Freedom of Information Law. Information that is confidential as matter of law need not be furnished.*

This form is to be completed by any person appearing before the State Education Department in such a representative capacity, and given to the SED staff person before whom he/she is appearing.

**Please print clearly:**

AGENCY	DATE
DIVISION/BUREAU	
1. NAME OF INDIVIDUAL APPEARING	
ADDRESS	
TELEPHONE	
2. CLIENT REPRESENTED	
ADDRESS	
TELEPHONE	
3. SUBJECT OF APPEARANCE	
<input type="checkbox"/> REGULATORY/ENFORCEMENT <input type="checkbox"/> LOBBYING	
4. ACTING IN CAPACITY OF	
<input type="checkbox"/> ATTORNEY <input type="checkbox"/> LOBBYIST * <input type="checkbox"/> AGENT <input type="checkbox"/> OTHER (describe)	
5. ARE YOU BEING COMPENSATED?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES <input type="checkbox"/> FEE <input type="checkbox"/> SALARY

6. ....  
Signature of individual appearing

7. ....  
Print name of agency official

.....  
Signature of agency official

\* A **LOBBYIST** is a person or organization, other than a New York State government employee acting in an official capacity, who appears for the purpose of influencing the adoption or rejection of proposed rules, regulations, rates or legislation, including the State budget. An "appearance," for lobbying purposes, can be a personal visit, letter, telephone call, conversation at a meeting, or any other type of contact, but does not include "on the record" proceedings or hearings.