

New Hampshire Department of Education, Bureau of Special Education Secondary Transition Planning Monitoring 2016-2017 Sample Timeline

Initial Stage	April - May	Selection and Notification	Districts are notified of selection for the 2016-2017 Secondary Transition Planning Monitoring Process
	June - August	Process Consultation	NHDOE consultant will contact District leadership to present the monitoring process and answer questions. The NHDOE will provide tentative dates for the on-site visits
	August - October	District submission of:	List of high school students with IEPs attending charter schools and schools outside of the district for 2016-2017, if applicable.
		District Staff Training	Secondary staff should complete <i>Transition Coalition's Best Practices Module</i> on-line prior to attending the training. See page 9 of <i>Guidance Document</i> for instructions. District staff trained on the NH Secondary Transition Planning Indicator 13 Guidance Document including Secondary Transition I13 compliance checklist. Staff should bring 2-3 copies of current IEPs to use at the training.
		Student Selection Letter w/ confirmed schedule 6-8 weeks prior to the on-site	Student SASIDs by school are sent. If a student moves/ is exited from special education prior to the on-site, district staff will notify NHDOE and another student will be selected. ¹
	Oct*	District submission of: *At least 30 days prior to on-sites	High School Program of Studies including list of graduation requirements.
	November - April	Initial Monitoring on-sites	NHDOE consultants and/or a visiting director will review student files at each high school in the district
Correction Stage	January - June	Written documentation of findings Within 90 days of the initial monitoring on-site visit	NHDOE consultant will provide District leadership with the written documentation of findings. If high school achieves 100% compliance at initial monitoring on-site visit, the process is complete. If high school does not achieve 100% compliance at initial monitoring on-site visit, the process continues to Correction Stage. Technical Assistance is available from the consultant.
	March - August	Student-Specific Correction Review 60 day deadline	This review visit will be scheduled about 60 days after the written documentation of findings is issued to the District. A letter outlining the status of the student corrections will be sent to the District within two weeks of the review visit
Verification Stage	April - June	Additional TA As necessary ²	Additional monthly TA as needed for student specific corrections. Emails outlining the status of the student corrections will be sent to the District within two weeks of the visit
	July - September	Verification of Implementation Visit Held at each high school	NHDOE consultants will select new student files to verify correct implementation of regulations for noncompliance areas. New SASIDs will be sent 2-3 weeks prior to on-site visit ³ A letter outlining the status of the updated data will be sent to the District within a week of the verification visit
	Aug - Oct	Additional on-site visits As necessary	Emails outlining the status of the verification of implementation will be sent the District within two weeks of the visit.
October 2017	Closeout letter sent to District	100% compliance verified. The NHDOE must verify implementation as soon as possible but in no case later than one year from the date of written findings	

¹ After SASIDs are provided to the high school, no further student-specific TA is available.

² In the event the written notification shows that the LEA has not achieved 100% compliance with Student-Specific corrections, the Special Education Director will request further Technical Assistance from the Secondary Transition Consultant within 10 days of the issuance of written notification.

³ After SASIDs are provided to the high school, no further student-specific TA is available.