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Bureau of Special Education FY'08 Memo #1

DATE: July 5, 2007

TO: Superintendents of Schools
Special Education Directors

FROM: Lyonel B. Tracy
Commissioner of Education

Santina Thibedeau
State Director of Special Education
Administrator, Bureau of Special Education

RE: Process for Reporting Data on Children Referred and Found Not Eligible for Special Education
(Follow-up to FY'07 Memo #28)

Effective June 1st 2007 districts must report required data in NHSEIS on children referred and found not eligible for special education (see FY'07 Memo #28). This includes specific data entry requirements for children who are referred from Family-Centered Early Supports & Services (ESS) to preschool special education as well as the data requirements for children of any age referred to special education.

There have been questions about entry of this data into SPEDIS. SPEDIS does not have the ability to capture this data, so you cannot enter this data into SPEDIS.

As described later in this memo, the Department will be sending data to districts for verification and additional information on children who have been referred from Family-Centered Early Supports & Services (ESS) to preschool special education for two time periods: July 1, 2005-June 30, 2006 and July 1, 2006-June, 30, 2007.

The attached form has been provided to assist districts with providing the Department with the necessary data regarding children of any age who are referred to special education and are found not eligible for special education. The Bureau will generate a report on the data entered by districts into NHSEIS on September 12, 2007 for this data requirement. The data gathered through NHSEIS and through the attached form will be combined and used at a state level in the NH Annual Performance Report for the time period of July 1, 2006 - June 30, 2007. It will also be used for the report to the public on district performance in the District Data Profile. Beginning with the school year of 2007-2008, all the data for this requirement will be collected through NHSEIS and the additional data will not be necessary.

Children who are referred from Family-Centered Early Supports & Services (ESS) to Preschool Special Education

By July 16th, 2007 the NH Department of Education, Bureau of Special Education will forward to each district their data with student identification numbers for the July 1, 2005-June 30, 2006 time period. This data will be used as part of the District Data Profiles that will be published in the fall of 2007. The Department will also send districts data for the July 1, 2006-May 31, 2007 time period, once the key information can be generated from ESS. This data will be used for state level reporting in the Annual Performance Report and public reporting on district performance (District Data Profiles) in the spring of 2008. Districts will be asked to respond within one month of receiving the data from the department.

Upon receipt of the student data, districts will:

1. Verify data for children who were found eligible and have IEPs.
2. Answer questions relative to children:
 - a. referred from ESS but were not found eligible for special education, and
 - b. with an IEP signed by the parents after the third birthday.

Districts will enter data on children referred from Family-Centered Early Supports & Services to preschool special education into NHSEIS effective June 1, 2007. For the next reporting period (July 1, 2007-June 30, 2008) data for this indicator can be generated through a NHSEIS report.

Children who are referred to special education and who are found not eligible for special education (this may be a child of any age).

By August 15th, 2007 please complete this form for each district and return to:

New Hampshire State Department of Education
Bureau of Special Education
Attention: Santina Thibedeau, Administrator
101 Pleasant St
Concord, New Hampshire 03301

SAU #: _____ District: _____

Completed by: _____

Phone: _____ Date: _____

- 1) Effective June 1, 2007, districts are required to enter data into NHSEIS on children who are referred to special education, evaluated, and determined to not be eligible for special education. Districts have the OPTION to enter this data for children beginning July 1, 2006.
 - a. Has your district decided to enter this data into NHSEIS from July 1, 2006? ____Yes ____ No
 - i. If you checked "Yes", you do not need to continue completing this form. Please send this form back to us for our records.
 - ii. If you checked "No", please continue to the next question.
- 2) Between July 1, 2006 and May 31, 2007, what is the total number of children in your district who were referred to special education, evaluated and found not eligible for special education (this only includes children for whom there was parent consent to evaluate)? _____

How many of those evaluations:

 - a. Were completed within 45 days? _____
 - b. Were completed with an extension? _____
 - c. Exceeded the 45 days with no extension? _____

(Note: 2.a. +2.b. +2.c. =2)

Children whose evaluations were not completed within timelines

For each child in 2.c. (children evaluated for special education who were found not eligible and the evaluation exceeded 45 days with no extension), please answer the following questions. Use additional pages, if necessary.

