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Bureau of Special Education FY'08 Memo #2

DATE: July 12, 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: Technical Assistance Consultants

The Bureau of Special Education is providing special education technical assistance to the field through our new Technical Assistant Consultants (TA Consultants). Below, please find questions and answers about how administrators of both public and private special education programs may request to have a Technical Assistance Consultant provide professional development.

How may administrators request technical assistance?

Administrators may request the services of a TA Consultant in three ways:

1. Mailing in the completed TA Request form located on-line at www.ed.state.nh.us/education/doe/organization/instruction/SpecialEd/documents/technicalassistanceconsultants.htm
2. E-mailing the form to braymond@ed.state.nh.us,
3. Calling Barbara Raymond at 271-3791.

What type of information will the administrator need to provide the Bureau?

The administrator will need to provide the Bureau:

- Brief description of the reason/need for the TA.
- Specific type of professional development requested (e.g. group training, policy or procedure review, etc.).
- The number and professional composition of the participants.
- The amount of time expected for the professional development/training (2 hours, 1 day, ongoing, etc).
- How the requested training is tied to State Performance Plan priorities and/or state initiative(s) and to the district/school's Professional Development Plan.

- The type of technical assistance requested may include, but is not limited to:
 - Policy and procedure reviews and trainings,
 - Program planning e.g. transition planning, positive behavioral plans, LRE,
 - Professional development regarding access to the general curriculum,
 - Consultation regarding proven/effective practice,
 - Assistance with corrective action plan development and/or implementation.

The Bureau will make every effort to accommodate district/special education program needs given the available resources.

How will the Bureau assign TA Consultants?

The Bureau will prioritize TA requests using the following criteria:

- Description of the reason/need for TA.
- Request based on a district/program's special education corrective action plan, school improvement plan, or Commissioner order.
- Relation to NH State Performance Plan priorities.
- Description of how the professional development is part of the master professional development plan for the district or private special education program or any other district/program improvement plans.

Before the technical assistance is provided, the administrator will be asked to sign a technical assistance agreement (TA agreement) with the Bureau. The TA agreement will cover the information contained in the request as well as other details regarding the provision of the TA, such as the responsibilities for accommodations for participants, time allocation, etc.

How will the professional development be evaluated?

The TA Consultant will provide the district/program with an evaluation form at the end of the training, consultation, or other activity. In the following six months, the Bureau will follow-up with the district/program to determine how the trainings resulted in changed practice.

Attached, please find the TA request form, and a sample TA request form and a sample TA agreement.

If you have questions about requesting technical assistance through the Bureau, please call Santina Thibedeau at 271-6693.