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Bureau of Special Education FY'08 Memo #5

Date: July 23, 2007

To: Superintendents of Schools
Directors of Special Education
Special Education Support Staff

From: Lyonel B. Tracy, Commissioner

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

Re: A13N Requirement

New Hampshire Department of Education, Bureau of Special Education, would like to provide instructions for Local Education Agencies (LEAs) who are exclusively using New Hampshire Special Education Information System (NHSEIS). For your convenience, the Bureau of Special Education has transferred the required data to complete the A13N into the i4See system. Attached are instructions to inform you how to verify your data in the i4See system. Please complete and verify your A13N data no later than August 3, 2007.

There are LEAs that do not have required data in the New Hampshire Special Education Information System (NHSEIS) to complete the A13N. At this time, the interface with CASE-E is still in process. We are asking that the local education agencies provide the required data for the A13N using the attached spreadsheet in order to comply with August 1, 2007 deadline. Please email the form to Danielle Demag at ddemag@ed.state.nh.us no later than August 3, 2007.

The purpose of this report is to collect the ADM-R (Average Daily Membership in Residence) of special education students educated at district expense at a location other than a public school. Special education students attending public schools are not reported on this form, A13N. They have already been reported with other students attending a public school and, if applicable, as tuitioned to another school district (on the i4See attendance tuition reports.)

Students who should be reported on an A13N attend one of the following at district expense:

- a private school,
- a program operated by an SAU and financed through the SAU (not a school district) budget, or
- YDC, Tobey School, Philbrook Children's Center or the State Prison.

If you need further clarification or have any questions, please contact Ralph Tilton at rtilton@ed.state.nh.us or call (603) 271-3839.

Attachments: Instructions to complete and verify the A13N for LEA that exclusively use NHSEIS
Instructions to complete the A13N using the excel spreadsheet for LEA that use CASE-E