



**Lyonel B. Tracy**  
Commissioner of Education  
Tel. 603-271-3144

**Mary S. Heath**  
Deputy Commissioner  
Tel. 603-271-7301

**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900**

Bureau of Special Education FY'08 Memo #6

Date: July 26, 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 Clarification for NHSEIS User

As stated in the Bureau of Special Education FY'08 Memo #5, for those districts that are exclusively using the New Hampshire Special Education Information System (NHSEIS), the Bureau of Special Education has transferred the required data to complete the A13N into the i4see system on 7/24/07 in order to meet the DOE 8/1/07 deadline.

The processing of the A13N using the i4see system will require that the school district's Special Education personnel work with the school district's i4see contact person to complete the following:

The batch files for the A13N data on the workbench will be identifiable by their batch number. The file will be named 15XXX with the Xs signifying the three digit district number. Since we are naming the batch starting with a number larger than any existing batch, these batches will appear on the top of the districts work queue. Districts will have to correct any errors in the batch and re-verify it to remove any errors. Additionally, the district at any time can print out the Private School Tuition report to review these students. The batch and report should only be viewed by those who have completed a confidentiality statement.

Districts will need to:

- Have the i4see contact person print the "Private School Tuition Report" from the District Review page on the workbench.
- Verify that all of the information on the report is correct. Additionally, any errors in the batch must be corrected.
- If data is incorrect, the change MUST be made to the batch on the workbench. Your i4see contact person can help with these corrections. As soon as the corrections are made, they will be reflected in the report.
- When all corrections have been made, the i4see contact person must re-verify across the District and the superintendent must then certify the batch.
- When the batch has been certified, please send a copy of the report, signed by the Superintendent, to:

NH Department of Education  
Bureau of Data Management  
101 Pleasant Street  
Concord, NH 03301

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