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Bureau of Special Education FY'08 Memo #12

Date: September 25, 2007

To: Directors of Special Education

From: Lyonel B. Tracy  
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Santina Thibedeau  
State Director of Special Education  
Administrator, Bureau of Special Education

Re: District Reporting Requirements for Children Exiting Special Education

The New Hampshire Department of Education, Bureau of Special Education would like to clarify the definitions of exiting student categories to be used in the New Hampshire Special Education Information System (NHSEIS) for students exiting Special Education.

The specific exiting categories and definitions are as followed:

- (A) **Transferred to regular education.** Students who were served in special education at the start of the reporting period (July 1st-June 30th), but at some point during that 12-month period returned to regular education. These are students who no longer have an IEP and are receiving all of their educational services from a regular education program. Students who refused services are considered transferred to regular education.
- (B) **Graduated with regular high school diploma.** Students who exited an educational program through receipt of a high school diploma identical to that for which students without disabilities are eligible. These are students who met the same standards for graduation as those for students without disabilities.
- (C) **Received a certificate.** Students who exited an educational program and received a certificate of completion, modified diploma, or some similar document. This includes students who received a high school diploma, but did not meet the same standards for graduation as those for students without disabilities. This includes students who have reached maximum age and who received a certificate.
- (D) **Reached maximum age.** Students who exited special education because of reaching the maximum age for receipt of special education services, including students with disabilities who reached the maximum age and did not receive a regular high school diploma or certificate.
- (E) **Died.** Students who died.

- (F) **Moved, known to be continuing.** Students who moved out of the state or otherwise transferred to another district in state and are KNOWN to be continuing in an educational program. There need not be evidence that the student is continuing in special education, only that he/she is continuing in an education program. This category includes students in residential drug/alcohol rehabilitation centers, correctional facilities and State prisons.
- (G) **Dropped out.** Students who were enrolled at the start of the reporting period (July 1<sup>st</sup>-June 30<sup>th</sup>), were not enrolled at the end of the reporting period, and did not exit special education through any of the other bases described. This category includes dropouts, runaways, GED recipients, expulsions, status unknown, students who moved and are not known to be continuing in another educational program, and other exiters from special education.

Points of clarification:

1. Where do I report a student who:

- joined the military
- is pregnant (and is no longer in school)
- is married (and is no longer in school)
- is a runaway
- is missing/unknown
- exited public school system and whereabouts is unknown
- has a serious illness/injury (and is not receiving regular or special education)
- left school to take a job

If the student is no longer receiving special education, then report a student in any of the above situations in the dropout category. Any student who exits special education and does not meet the definition of any of the other exit categories should be reported as a dropout. This includes students for whom there was no official notice of withdrawal.

2. **Where do I report students who left school to be home schooled?**

If the student continues to receive special education and related services from the LEA, then the student should not be reported as exiting special education. If the student is no longer receiving special education, then report him/her in the transferred to regular education program.

3. **How should I report a student whose parents decide they no longer want their child in special education?**

Report the student in the exit category transferred to regular education.

**4. How should I report a student who received a certificate of attendance prior to reaching the maximum age, but is still receiving special education services?**

Students who receive a certificate, but continue to receive special education, should not be reported on as exiting special education. They are still receiving special education. When they stop receiving services, then report them in the received a certificate category.

**5. How should I report a student who receives a GED?**

The student should be reported as a dropout.

**6. How should I report a student who left school and enrolled in a community college? The student did not receive a diploma or a certificate of completion and is not continuing in special education.**

Report the student as a dropout. Any student who exits special education and does not meet the definition of any of the other exit categories should be reported as a dropout.

**7. How should I report a student who moved out of state?**

If you have evidence (e.g. a request for transcripts) that the student is continuing in an educational program, then report the student in the moved, known to be continuing category. It is not necessary for you to know whether the student is continuing in special education. You only need to have evidence that the student is continuing in an educational program. A transcript request and/or student record request is considered evidence.

If you have no evidence that the student is enrolled in an educational program, but you know that the family is no longer at their last known residence, then you should report the student in the dropout category.

This exiting information is reported to the U.S. Department of Education, Office of Special Education Programs using Table 4: Report of Children with Disabilities Exiting Special Education. The reporting period is July 1<sup>st</sup> through June 30<sup>th</sup>. New Hampshire is required to report only students ages 14 through 21 in Table 4.

## EXITING REASONS IN NEW HAMPSHIRE SPECIAL EDUCATION INFORMATION SYSTEM

Died

Dropped Out- Dropout

Dropped Out - Runaway

Dropped Out - GED Recipient

Dropped Out - Status Unknown

Dropped Out - Moved, not known to be continuing in an educational program.

Dropped Out- Other exits

Graduated with Regular High School Diploma

Moved, Known to be Continuing

Reached Maximum Age - Did not receive a regular high school diploma or certificate

Received a Certificate/Other document

Received a Certificate/Other document - Reached Maximum age and received a certificate/other document

Referred and Evaluated - Not Found Eligible for Special Education

Transferred to Regular Education - No longer eligible for Special Education

Transferred to Regular Education - Refused Special Education