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Bureau of Special Education FY'08 Memo #22

Date: January 17, 2008

To: Superintendents of Schools
Special Education Directors

From: Lyonel B. Tracy
Commissioner

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

RE: **December 2007 Federal Child Count for Special Education**

In order to ensure that each New Hampshire school district will receive federal special education funds for fiscal year 2008, the New Hampshire Department of Education is required to submit a child count to the United States Department of Education, Office of Special Education Programs (OSEP). The data reports **MUST** be received by OSEP by February 1, 2008. Preparing the child count so that it meets federal requirements requires the cooperation of special education personnel at the district level. The source of data for these reports is the New Hampshire Special Education Information System (NHSEIS). The schedule for preparing the federal child count for FY'08 follows.

12/01/07 REFERENCE DATE for determination of student data eligibility for FY'08 child count

1/22/08 Statewide interface NHSEIS and CASE-E

1/23/08 DEADLINE for NHSEIS on-line entry of students eligible for funds

2/01/08 DEADLINE for receipt to OSEP of NH Child Count Data

THIS SCHEDULE MUST BE FOLLOWED STRICTLY BECAUSE THERE IS ABSOLUTELY NO FLEXIBILITY WITH THE DATE THAT THE CHILD COUNT MUST BE RECEIVED BY OSEP.

If you have any questions or need technical assistance, please contact us at 271-3741. We understand that meeting the deadlines for the child count requires a tremendous effort on the part of local district staff. These efforts are truly appreciated.

This document is available in alternative format upon request.