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Bureau of Special Education FY'08 Memo #33

Date: April 10, 2008

To: Superintendents of Schools
Special Education Directors

From: Lyonel B. Tracy, Commissioner

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

Re: Verification of Exiting Student Data for Post School Outcomes Collection

In accordance with the New Hampshire Department of Education IDEA Part B Special Education State Performance Plan for 2005-2010 Indicator 14 [20.U.S.C. 1416(a)(3)(B)]: all school districts must participate in the reporting on the percentage of youth who had IEPs, are no longer in secondary school and who have been competitively employed, enrolled in some type of postsecondary school, or both within one year of leaving high school. The State will report annually on this indicator by collecting data from all school districts in New Hampshire on all eligible students one year out of school. To view our State Performance Plan please go to: <http://www.ed.state.nh.us/education/doe/organization/instruction/SpecialEd/2008%20SPP%20APR/documents/SPPwithrevisedIndicatorsaddedFeb5.pdf>.

A summary of this information will be available in the New Hampshire Department of Education IDEA Part B Special Education Annual Performance Report due February 1, 2009. The summary will be generated from data collected from the dissemination of a post school outcomes survey to all New Hampshire students with an IEP during the 2006-2007 school year that, as of June 30, 2007, graduated from high school, received a certificate, dropped out, or reached maximum age to receive services.

We are asking SAUs to assist us in verifying their 2006-2007 exited student data before we send your SAU the post school outcome surveys for dissemination. We have generated SAU reports of 2006-2007 exiting students from the data submitted for the Federal Table of Students Exiting Special Education. Your SAU report will be posted on your SAU's NHSEIS site on the main menu with a file name "NHSAUname 06 07 exiting student data.xls" by April 11, 2008.

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Please have the designated person from your district go to your SAU's NHSEIS site to review and verify this data report in accordance with the enclosed instructions by May 5, 2008.

If you need information on the categories for children exiting special education, please refer to Bureau of Special Education FY'08 Memo #12
<http://www.ed.state.nh.us/education/doe/organization/instruction/SpecialEd/documents/documents/FY08Memo12ExitingSpecificInstructionsMemo.pdf>.

SAUs will be expected to use the verified 2006-2007 exited student report to develop mailing labels of the last known address of these students for the purpose of disseminating the NH Department of Education provided Post School Outcomes Surveys to them in late May/early June 2008.

Thank you for assistance with this process. If you have any questions about this memo, please contact Santina Thibedeau, at 271-6693 or sthibedeau@ed.state.nh.us.

This document is also available in alternative format upon request.

**Enc: Instructions for Verification of Exiting
Student Data for Post School Outcomes Collection**
(see below)

**Instructions for Verification of Exiting Student Data for
Post School Outcomes Collection:**

This information was generated using data from NHSEIS of students with an IEP during the 2006-2007 school year that, as of June 30, 2007, exited special education for the following reasons:

- Graduated with a regular high school diploma;
- Received a certificate/other document;
- Reached the maximum age to receive services, or;
- Dropped out.

The New Hampshire Department of Education, Bureau of Special Education is giving SAUs/school districts an opportunity to verify this data.

1. Go to your SAU's NHSEIS Site (main page) to download excel spreadsheet of 2006-2007 Exiting Student Data for PSOC (Post School Outcomes Collection). File name: "NHSAUname 06 07 Exiting Student Data.xls".
2. Please review exiting student data for accuracy of the information in each of the data fields.
3. Please fill in the district of liability and Limited English Proficiency for all students on the excel spreadsheet.
4. If a revision needs to be made, please make the revision and highlight the revised data in **yellow**.
5. If a student needs to be added, please enter all the data fields for that student to the bottom of the excel spreadsheet and highlight the data in **pink**.
6. If a student needs to be removed, please highlight their data in **green**. This would be such cases as you know the student returned to school the following year and/or the student does not meet the criteria listed in the box at the top of this page.
7. Please keep in mind that any change to this data must also be made in NHSEIS. Please note: Only individuals that have been designated as Super Users will be able to make revisions in NHSEIS to exiting reasons for students. In some cases you may need to reactivate a student to make changes and then in-active them again after you make the changes.
8. Return the completed excel spreadsheet by posting it to your NHSEIS site by uploading the document. **Please rename the document with the word "verified" at the beginning of the filename before loading it to NHSEIS.** Please complete by May 5, 2008.