



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'09 Memo #28

DATE: February 20, 2009

TO: Superintendents of Schools
Directors of Special Education

FROM: Office of the Commissioner of Education

Division of Instruction
Bureau of Special Education

RE: New Hampshire Special Education Information System (NHSEIS)

The New Hampshire Department of Education, Bureau of Special Education has received many questions with regards to school districts intending to change from using other IEP software to using the IEP in NHSEIS. The NHDoE would like to offer guidance for school districts who are exploring transitioning to the IEP in NHSEIS.

FY'09 Memo #24, dated January 30, 2009, states that as of March 2, 2009 the NHDoE would no longer be interfacing with other IEP software. With the date of March 2nd approaching, several school districts are exploring their options.

We understand that the deadline of March 2, 2009 is difficult for school districts that are transitioning to the IEP in NHSEIS. For school districts who have officially notified the NHDoE of a July 2009 transition date, the NHDoE is willing to work with each school district to develop a plan.

The NHDoE is willing to work with each school district in developing a plan. The components of a plan should include:

- Official date of transition
- Telephone number and e-mail address of a contact person in the school district, should a question arise
- Proposed date that all data will be inputted into NHSEIS
- Proposed date that the data will be valid and reliable for report on the school year 2008-2009

Please submit the plan to: Ralph Tilton, Bureau of Special Education, 101 Pleasant Street, Concord, NH 03301

Please feel free to contact Ralph Tilton (603) 271-3839 or rtilton@ed.state.nh.us for more information.