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Bureau of Special Education FY'09 Memo #31

Date: March 12, 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 Parent Involvement Survey Administration 2008-2009

The New Hampshire Department of Education, Bureau of Special Education will be distributing the second annual statewide survey to parents of students who are preschool and school age students who receive special education services. The New Hampshire Department of Education, Bureau of Special Education is required by the Office of Special Education (OSEP) in the Part B State Performance Plan (SPP) and the Annual Performance Report (APR) to conduct a statewide survey for parents of students that are receiving special education services.

The intent of the survey is to gain an understanding of how schools are facilitating parent involvement as a means of improving results for children with disabilities.

The Bureau continues to contract with Measurement Incorporated (MI) Evaluation Services (formerly MAGI Services) to assist us in working with school districts in the distribution of the surveys and the analysis of the results. The purpose of this survey is to measure the percent of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities. For more information about the SPP and APR indicator:

www.ed.state.nh.us/education/doe/organization/instruction/SpecialEd/2008%20SPP%20APR/documents/APRforFeb209datedJan3009.pdf.

The New Hampshire Department of Education has outlined the process that will be used.

- The New Hampshire Department of Education has supplied MI with the name and contact information of the Special Education Director for each school district as well as an estimated number of preschool and school age students for purposes of dissemination of the survey. If the Special Education Director would like to designate someone other than themselves as a contact person, please contact Robert Ogle from MI at rogle@measinc.com or 1-800-330-1420, ext 203.

- By March 20, 2009, MI will send each Special Education Director, or designee, a package which contains parent survey packets for preschool and school age children. These packages will contain a set of instructions, a packing list, and the estimated number of surveys needed to reach families in the district who have children receiving special education services. Each parent survey packet will be in an unaddressed sealed, stamped envelope and include:
 - Cover letter to parents,
 - Copy of the survey,
 - A self-addressed postage-paid envelope for parents to return the survey to MI, and
 - A complete sample packet for the preschool and school age survey.

By March 27, 2009, each Special Education Director will be expected to have sent the packets to the parents.

- During the months of March and April, MI can help parents and guardians understand and complete the survey.
- By April 24, 2009, parents will be asked to have the survey returned to MI.

2008-2009 New Hampshire State Performance Plan Indicator 8 Parent Survey Information:

- Districts should send one survey per child and this survey should go to the person who is signing the IEP; this includes the natural or adoptive parent, legal guardians or educational surrogate parents, including foster parents who have the authority to sign the IEP. In the event that there are separate households, the survey should go to the parent/guardian who signs the IEP.
- Please take the opportunity to ensure that the parent names and addresses are current. If you have a parent that may need the survey in an alternate form, please contact Robert Ogle at Measurement Incorporated at rogle@measinc.com.
- The 2007-2008 Parent Involvement Survey results provided a baseline for the State Performance Plan submitted February 1, 2009.
- The 2008-2009 Parent Involvement Survey results, for each district, will be posted in the 2008-2009 District Data Profiles.
- Schools can engage in activities to help increase their response rate to the parent involvement survey. This may be inviting parents to a school activity, providing computer time or assistance to complete the survey online, and asking for parent volunteers to help facilitate. The school should support the ability for the parent to complete this survey in a confidential manner.
- Please feel free to distribute the attached flyer to your community.

The Department of Education looks forward to working with your district to ensure an effective implementation of the consumer survey. If you have any questions, please feel free to contact Mary Lane at mlane@ed.state.nh.us or 271-3740.

This document is also available in alternative format upon request