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Bureau of Special Education FY'10 Memo #5

Date: September 8, 2009

To: Superintendents
Special Education Directors

From: Office of the Commissioner of Education

Division of Instruction
Bureau of Special Education

Re: *SPP/APR Timeliness of Initial Evaluations 2007-2008*

The New Hampshire Department of Education, Bureau of Special Education, has reviewed the data reporting process to determine compliance with 2007-2008 data for Timeliness of Initial Evaluations for Indicator #11 based on stakeholder feedback.

The data reporting process originally used the count of 60 days between the Parent Consent Date and the Parent Consent/Eligibility Determination Date to determine compliance. We have recalculated the data using the count of 45 days between the Parent Consent Date and the Eligibility Date based on the July 2002 New Hampshire Rules for the Education of Children with Disabilities. This recalculation may affect the 2007-2008 State compliance for the Annual Performance Report, District level compliance rate(s) for Initial Evaluations, District Data Profiles, and District Determinations. Districts have an opportunity to review their data. The process we are using consists of the following:

1. The Bureau of Special Education collects data for Indicator #11 from the New Hampshire Special Education Information System (NHSEIS). The specific data points for Indicator #11 are:
 - ✓ Customer Name (District of Liability) from the student information page.
 - ✓ Date of Birth from the Student information page.
 - ✓ SASID # from the student information page.
 - ✓ Student code (Special Education Identification Number) from the student information page.
 - ✓ First and Last Name from the student information page.
 - ✓ Referral Date from the student information page.
 - ✓ Parent Consent to Evaluate from the Eligibility Page.
 - ✓ Eligibility Determination Date.
 - ✓ Eligibility (Yes or No).
 - ✓ Student Status (Active or Inactive).

2. Specific data points analyzed to determine compliance for each student includes a count of days between the Parent Consent (to evaluate) Date and the Eligibility Date. The initial evaluation must be conducted within the State established timeline of 45 days after receipt of parent permission for testing. An initial evaluation that was not completed within the required timeline shall be extended for a specific number of days if both the parent and the LEA agree in writing to the extension. This is based upon *Ed 1107.04(d) NH Rules, July 1, 2002* in effect for that year.
3. The Bureau of Special Education reviewed each district's data and has uploaded to the Main Menu page in NHSEIS a list of evaluations which did not meet the 45 day timeline. This file is password protected. You have received an e-mail from Terry Hersh issuing Special Education Directors a password; this password will enable you to open this file.
4. Please provide the Bureau, by **September 22, 2009**, with evidence that any initial evaluation that went beyond the 45 day timeline had an agreed upon time extension. The evidence that the NHDOE requires should document either:
 - Parent signature agreeing to a time-specific extension and completion of the initial evaluation eligibility determination within the agreed upon timeframe, or
 - A particular student was not enrolled in your school district, and therefore, should not appear on the initial evaluation list for 2007-2008.
5. Please send the evidence to:

Barbara Raymond
New Hampshire Department of Education
Bureau of Special Education
101 Pleasant Street
Concord, New Hampshire 03301

If you would like further clarification and/or have questions regarding this memo, please contact Santana Thibedeau at 271-6693 or sthibedeau@ed.state.nh.us.