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Bureau of Special Education FY'10 Memo #14

Date: October 13, 2009

To: Superintendents of Schools  
Special Education Directors  
Houses of Corrections Superintendents

From: Office of the Commissioner of Education

Division of Instruction  
Bureau of Special Education

**Re: Incarcerated Students with Disabilities**

The New Hampshire Department of Education (NHDoE) is providing guidance to school districts regarding their responsibility to provide special education services to students with disabilities incarcerated at the ten New Hampshire Houses of Corrections (HOC). As stated in FY'09 Memo #14, LEAs are responsible for providing special education services to inmates age 17 through 21 who are currently eligible to receive special education. The process is as follows:

- HOCs, on a weekly basis, agree to provide the NHDoE information on incarcerated inmates age 17 through 21 who may be a student with a disability.
- The NHDoE confirms whether or not an incarcerated inmate, between the age 17 to 21, is currently eligible to receive special education.
- If an inmate is determined to be a student eligible for special education services, the NHDoE sends a notification letter to the LEA and the HOC.
- Upon receipt of the notification letter, the LEA is responsible for contacting the HOC in which the student is incarcerated to provide a Free and Appropriate Public Education (FAPE).
- The NHDoE will monitor to ensure that FAPE is being provided to the eligible incarcerated inmate. If an LEA fails to provide FAPE to the incarcerated individual, then appropriate enforcement actions will be taken by the NHDoE.

The HOC's Special Education contact person's information is as follows:

House of Correction	Special Education Contact Person	
Belknap County	Name: Jan Best Phone: (603) 527-5480 x114 Email: <a href="mailto:janrn@yahoo.com">janrn@yahoo.com</a>	Address: Belknap County HOC 76 County Drive Laconia, NH 03246
Carroll County	Name: Supt. Jason Johnson Phone: (603) 539-2282, x2000 Email: <a href="mailto:jjohnson@cchoc.org">jjohnson@cchoc.org</a>	Address: Carroll County HOC 20 County Farm Road Ossipee, NH 03864
Cheshire County	Name: Hank Colby Phone: (603) 399-7794 x7343 Email: <a href="mailto:hcolby@co.cheshire.nh.us">hcolby@co.cheshire.nh.us</a>	Address: Cheshire County HOC 160 River Road Westmoreland, NH 03467
Coos County	Name: Sergeant Brian Morann Phone: (603) 246-3315	Address: Coos County HOC PO Box 10 West Stewartstown, NH 03597
Grafton County	Name: Thomas Elliott, Jr. Phone: (603) 787-6767 Email: <a href="mailto:tom@grafftoncountydoc.org">tom@grafftoncountydoc.org</a>	Address: Grafton County HOC 3865 Dartmouth College Hwy North Haverhill, NH 03774
Hillsborough County	Name: Capt. Willie Scurry Phone: (603)627-5620	Address: Hillsborough County HOC 445 Willow Street Manchester, NH 03103
Merrimack County	Name: David Hassett Phone: (603) 796-3607 Email: <a href="mailto:dhassett@mcdoc.net">dhassett@mcdoc.net</a>	Address: Merrimack County HOC 326 Daniel Webster Highway Boscawen, NH 03303
Rockingham County	Name: Nancy Monroe Phone: (603) 679-2244 x9525 Email: <a href="mailto:nmonroe@co.rockingham.nh.us">nmonroe@co.rockingham.nh.us</a>	Address: Rockingham County HOC 99 North Road Brentwood, NH 03833
Strafford County	Name: Jake Collins Phone: (603) 516-5139 Email: <a href="mailto:jcollins@co.strafford.nh.us">jcollins@co.strafford.nh.us</a>	Address: Strafford County HOC 226 County Road Dover, NH 03820
Sullivan County	Name: Lt. Doug Roberts Phone: (603) 542-8717 Email: <a href="mailto:droberts@sullivancountynh.gov">droberts@sullivancountynh.gov</a>	Address: Sullivan County HOC RR 1, Box 392 Claremont, NH 03743

Attached you will find:

- (1) Sample of initial notification letter to an LEA that a student with a disability is incarcerated at a House of Correction.

If you have questions about this process or require assistance please contact McKenzie Harrington at (603) 271-3739 or [mharrington@ed.state.nh.us](mailto:mharrington@ed.state.nh.us).

MH:BJR  
Attachment