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Bureau of Special Education FY'10 Memo #16

Date: October 22, 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 2008-2009*

The New Hampshire Department of Education (NHDOE), Bureau of Special Education, is providing an opportunity for districts to review their data **prior** to generating the 2008-2009 report used for Indicator 11 - Timeliness of Initial Evaluations.

The data report is generated from the New Hampshire Special Education Information System (NHSEIS) using the count of 45 days between the Parent Consent Date and the Eligibility Determination Date to determine compliance. The process we are using consists of the following:

1. 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. 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 if both the parent and the LEA agree in writing to the extension. This is based upon Ed 1107.01(d) *N.H. Rules, June 2008*.
3. The Bureau of Special Education has uploaded to the Main Menu page in NHSEIS a list of initial evaluations for 2008-2009 for each district. This file is password protected. You received an e-mail from Terry Hersh issuing Special Education Directors a password; this password will enable you to open this file.
4. Once your district report has been posted, please review the data. If revisions are necessary, please make the revisions in the process wizard in NHSEIS for each student. Do not make corrections in the excel file.
5. For initial evaluations that were not completed with 45 days, please submit evidence that any initial evaluation that went beyond the 45 day timeline had an agreed upon time extension. Enclosed you will find two assurance forms. Please submit a completed assurance form for each agreed upon time extension. You must also submit an assurance form if a student was not enrolled in your district at the time of referral, parent consent and eligibility determination.
6. Please mail, fax or e-mail the assurance time extension form and evidence and/or student enrollment assurance by November 16<sup>th</sup> to:

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

If you are e-mailing, please put FY'10 Memo #16 in the subject line.

7. The NHDOE will generate the final State report on November 23, 2009, which will be used for the Annual Performance Report (APR), District Data Profiles, and District Determinations.

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](mailto:sthibedeau@ed.state.nh.us).