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Bureau of Special Education FY '10 Memo #42 ~ REVISED

Date: July 14, 2010

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 2009-2010*

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 2009-2010 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 July 1, 2009 to May 1, 2010 for each district. This file is password protected. You previously received an e-mail from Terry Hersh issuing Special Education Directors a password; this password will enable you to open this file. Although this list of initial evaluations does not include the months of May or June, the NHDOE wanted to give districts the opportunity to review available data and verify its accuracy. Districts will be responsible for ensuring the accuracy of May and June data as well.
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. The NHDOE will generate the final State report on August 2, 2010, which will be used for the Annual Performance Report (APR), District Data Profiles, and District Determinations. The final report will be generated using data for initial evaluation with parent consent from **September 1, 2009 through November 30, 2009. The report period reflects a change from the original memo dated June 8, 2010.**
6. The week of August 9, 2010, the Bureau of Special Education will upload to the main menu page in NHSEIS the final list of initial evaluations for September 1, 2009 through November 30, 2009 for each district. This file is password protected. You previously received an e-mail from Terry Hersh issuing Special Education Directors a password; this password will enable you to open this file.
7. For initial evaluations from September 1, 2009 through November 30, 2009 that were not completed within 45 days, please find three assurance forms. **These forms have been changed from the original forms attached to the memo dated June 8, 2010.**
 - *Agreed Upon Time Extension for 2009-2010*
 - *Parents ~ Exceptions to the 45-Day Timeline*
 - *New Student Enrollment ~ Exceptions to the 45-Day Timeline*

Please submit the completed assurance form and supporting documentation that best describes why State timelines were not met. **Please note that districts must include a print-out from NHSEIS of the student history page from NHSEIS for each form submitted. This is a change from the original forms.**

8. The NHDOE will review documentation submitted by district to determine compliance. Data will be verified in NHSEIS. NHSEIS is the official New Hampshire Education Information System in which all local, state, and federal reports are generated.
9. Throughout the year, the Bureau will be monitoring New Hampshire Special Education Information System (NHSEIS) to determine progress towards compliance in all areas. Districts not making adequate progress toward compliance will be contacted to determine if technical assistance is needed and/or what next steps may be necessary to correct non-compliance.

Bureau of Special Education FY '10 Memo #42 ~REVISED
July 14, 2010
Page – 3 -

Please mail, fax or e-mail the assurance time extension form and evidence and/or student enrollment assurance by **September 10, 2010** 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 #42 in the subject line.

If you would like further clarification, please contact Santina Thibedeau at 271-6693 or sthibedeau@ed.state.nh.us.

Enclosures:
Exceptions to the 45-Day Timeline
Agreed Upon Time Extension for 2009-2010
Verification for Students who were not Enrolled