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Bureau of Special Education FY'11 Memo #27

Date: May 31, 2011

To: Superintendents of Schools  
Directors of Special Education  
Business Administrators

From: Office of the Commissioner of Education  
  
Division of Instruction  
Bureau of Special Education

RE: Project Equipment Inventory Report ~ ARRA and Entitlement

Attached are two (2) Equipment Inventory Report forms for your school district's Fiscal Year 2011 projects utilizing federal special education funds:

1. ARRA FY'11 Special Education Equipment Inventory Report
2. Entitlement FY'11 Special Education Equipment Inventory Report

Please complete the ARRA FY'11 Special Education Equipment Inventory Report form located at: [www.education.nh.gov/instruction/special\\_ed/memos.htm](http://www.education.nh.gov/instruction/special_ed/memos.htm) as you have in past, and return to Pamela Lindberg, NH Department of Education, 101 Pleasant Street, Concord, NH 03301, by Friday, July 1, 2011.

For the Entitlement FY'11 Special Education Equipment Inventory Report, the process has changed: the form is located at: [www.education.nh.gov/instruction/special\\_ed/memos.htm](http://www.education.nh.gov/instruction/special_ed/memos.htm), please complete the report as instructed and e-mail the completed report to [Pamela.S.Lindberg@ed.state.nh.us](mailto:Pamela.S.Lindberg@ed.state.nh.us) by Friday, July 1, 2011.

After the completed Entitlement FY'11 Special Education Equipment Inventory Report is received, the Department of Education will assign and enter Inventory tag numbers on the district's report. The Department will e-mail the report back to the district. The district should upload and save the report to the district's online grant application. Inventory tag stickers will be sent by postal service.

The equipment listed should reflect what was requested in the approved applications for federal special education funds. Equipment is defined as any item with a purchase price of \$100.00 or more and a life expectancy of more than one year. Computer software and videotapes should not be considered equipment.

If you have any questions, please contact Pamela Lindberg at 603-271-1536. Thank you for your timely submission of the Equipment Inventory Report for your districts.