



Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144

Paul K. Leather
Deputy Commissioner of Education
Tel. 603-271-3801

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900**

Bureau of Special Education FY'12 Memo #11

Date: December 13, 2011

To: Superintendents of Schools
Special Education Director

From: Office of the Commissioner of Education

Division of Instruction
Bureau of Special Education

Re: New Hampshire Special Education Procedural Safeguards Handbook

Enclosed please find an updated copy of the New Hampshire Special Education Procedural Safeguards Handbook, dated December 2011.

The Individuals with Disabilities Education Act (IDEA 2004) requires that school districts provide parents a copy of the procedural safeguards (parental rights) only one time a school year. There are additional times when a copy must be given: (1) upon initial referral or parent request for evaluation; (2) upon receipt of the first State complaint or the first due process complaint in a school year; (3) when a decision is made to take a disciplinary action that constitutes a change of placement; and (4) upon parent request.

We hope that parents, special education teams, school administrators, school board members, other members of the educational community, and the New Hampshire community in general will find it helpful and informative.

This New Hampshire Procedural Safeguards Handbook is available on the Department of Education's website: http://www.education.nh.gov/instruction/special_ed/forms.htm.

For more information, please contact Santina Thibedeau at Santina.Thibedeau@doe.nh.gov or 603-271-6693.

NHDOE:BJR
Enclosure