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Bureau of Special Education FY'12 Memo #23

Date: March 12, 2012

To: Superintendents of Schools
Directors of Special Education

From: Office of the Commissioner of Education

Division of Instruction
Bureau of Special Education

RE: New Hampshire Parent Involvement Survey Administration 2011-2012

The New Hampshire Department of Education, Bureau of Special Education will be distributing the fifth annual statewide survey to parents with a child who are preschool or school age receiving special education services. Please note that parents with a child who are preschool or school age receiving special education services have the choice to complete either the paper/pencil or online version of the survey. The New Hampshire Department of Education, Bureau of Special Education is required by the Office of Special Education (OSEP) in the Part B State Performance Plan (SPP) and the Annual Performance Report (APR) to conduct a statewide survey for parents with children who are preschool or school age receiving special education services.

Measurement Incorporated (MI) is assisting the Bureau in working with school districts in the distribution of the surveys and the analysis of the survey results. The purpose of this survey is to measure the percentage of parents with a child preschool or school age receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities. For more information about the SPP and APR indicator:

http://www.education.nh.gov/instruction/special_ed/spp.htm

The New Hampshire Department of Education (NHDOE) has outlined the process that will be used:

- For the purposes of dissemination of the survey, the NHDOE has supplied MI with the name and contact information of the Special Education Director for each school district as well as an estimated number of preschool and school age children receiving special education services. Please make sure that your district has the correct number of surveys to meet your current parent count. If you would like to designate someone other than yourself to disseminate the surveys for your district, please contact Christina Luke at cluke@measinc.com or 1-800-330-1420, ext 202.

- By **March 19, 2012**, MI will send each Special Education Director, or designee, a **district package**.

Each **district package** contains:

- The FY'12 (2011-2012) Parent Involvement Survey Administration Instructions Guide,
- A list of the total number of preschool and school age surveys for your district,
- A complete sample packet of the preschool and school age survey for your reference,
- The total number of preschool and school age survey packets for parents with children who are preschool or school age receiving special education services, and;
- Ten copies of a flyer to promote parent survey awareness and participation in your school district.

Each unaddressed sealed survey envelope packet for parents includes the following:

- Cover letter to the parent,
- Copy of the survey, and;
- A self-addressed postage-paid envelope for parents to return the survey to Measurement Incorporated.

Districts should send one addressed survey envelope packet per child and this survey should go to the person who is signing the IEP; this includes the natural or adoptive parent, legal guardians or educational surrogate parents, including foster parents who have the authority to sign the IEP. In the event that there are separate households, the survey should go to each parent/guardian who signs the IEP.

- By **March 23, 2012** the Special Education Director or designee should respond to an e-mail communication from Christina Luke of MI to confirm that the number of surveys received is accurate.

Please also take the opportunity to ensure that the parent names and addresses are current. These efforts ensure a stronger parent response. If your district has a parent that may need the survey in an alternate form, please contact Christina Luke at MI at cluke@measinc.com.

- By **March 26, 2012** each Special Education Director or designee is expected to mail the addressed survey envelope packets to all parents in their district who have children receiving special education services. During the months of March and April, Measurement Incorporated staffs are available at: 1-800-330-1420, ext. 202 or at: cluke@measinc.com to assist parents/guardians to complete either the paper/pencil or online version.
- By **May 4, 2012** parents/guardians will be asked to complete the survey (using either the paper/pencil or online version) and return it to Measurement Incorporated.

Schools may wish to engage in activities to help increase their response rate to the parent involvement survey. These activities may include the following: initial notices to parents of the survey; the posting of parent survey flyers in public areas in the community, and final reminders to parents to complete the survey. District efforts should support parents/guardians in completing this survey in a confidential manner.

The Department of Education looks forward to working with your district to ensure an effective implementation of the parent survey. If you have any questions, please feel free to contact Mary Lane: 603-271-3741 or Mary.Lane@doe.nh.gov.