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Bureau of Special Education FY'12 Memo #25

Date: April 12, 2012

To: Superintendents of Schools  
Special Education Directors

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

Re: Indicator 14 Post School Outcomes Survey Administration

In accordance with the New Hampshire Department of Education (NHDOE) IDEA Part B Special Education State Performance Plan, **Indicator 14** [20.U.S.C. 1416(a)(3)(B)]: all school districts must participate in the reporting on the percent of youth who are no longer in secondary school, had IEPs in effect at the time they left school and were:

- A. Enrolled in higher education within one year of leaving high school.
- B. Enrolled in higher education or competitively employed within one year of leaving high school.
- C. Enrolled in higher education or in some other postsecondary education or training program; or competitively employed or in some other employment within one year of leaving high school.

The Bureau of Special Education collected and reported post school outcome data on Indicator 14 in the February 1, 2012 State Performance Plan and Annual Performance Report. To view our State Performance Plan and Annual Performance Report: [http://www.education.nh.gov/instruction/special\\_ed/spp.htm](http://www.education.nh.gov/instruction/special_ed/spp.htm).

It is time to prepare to collect post school outcomes data for Indicator 14 to be reported in the next Special Education Annual Performance Report, due February 1, 2013. Indicator 14 reporting will be generated from data collected from the dissemination of a post school outcomes survey in June, 2012. All New Hampshire students with an IEP during the 2010-2011 school year that, as of June 30, 2011, graduated from high school, received a certificate, dropped out, or reached maximum age to receive services and have been out of high school for at least one year are eligible to receive a survey.

The NHDOE has obtained the services of Measurement Incorporated (MI), who assists with the administration of our Parent Involvement Survey for Indicator 8, to also assist with the survey dissemination and data analysis of Indicator 14 Post School Outcomes. This is part of an ongoing effort to streamline the survey processes and improve our outcomes.

The NHDOE has outlined the process that will be used below:

- In order to disseminate the survey, the NHDOE has supplied MI with the name and contact information of the Special Education Director for each school district. If you would like to designate someone other than yourself to disseminate the surveys for your district, please contact Christina Luke at MI, [cluke@measinc.com](mailto:cluke@measinc.com).
- By April 19, 2012, MI will e-mail to special education directors their district report of 2010-2011 exited students that met the Indicator 14 criteria.
  - The Bureau has generated district reports of 2010-2011 exiting students from the NHSEIS data which was submitted for the Federal Table of Students Exiting Special Education. These district reports will include student SASID numbers, date of birth, and exiting reason.
  - If you have any concerns with the exited students listed on your district report, please contact Amy Jenks, NH DOE, [Amy.Jenks@doe.nh.gov](mailto:Amy.Jenks@doe.nh.gov) or (603) 271-3842.
  - Other questions about the survey process can be directed to Christina Luke at MI, [cluke@measinc.com](mailto:cluke@measinc.com).
- By May 30, 2012, districts are required to use the generated district report of 2010-2011 exited students to look up these student names and their last known mailing address developing a database or excel spread sheet as you have in past years. You will use the database or excel file to generate mailing labels for the exited students in your district.
- By June 6, 2012, MI will send each Special Education Director, or designee, a **Post School Outcomes Survey district package**.

Each **Post School Outcomes Survey District Package** contains:

- The FY 12 (2010-2011 exiting students) Post School Outcomes Survey Administration Instructions Guide,
- A complete sample packet of the post school outcomes survey packet for your reference,
- The total number of post school outcome survey packets for exiting students on your district report,
- Reminder postcards that can be sent to students who have not completed the survey by July 13, 2012. MI will contact each Special Education Director to let them know which survey SASID numbers have been received.

Each unaddressed sealed survey envelope packet for exited students includes the following:

- Cover letter to the exited student with option to take survey online,
- Copy of the survey, and;
- A self-addressed postage-paid envelope for students to return the completed survey to Measurement Incorporated.

MI will be available to districts to answer questions or provide technical assistance on the survey dissemination process.

- By June 15, 2012, districts will affix mailing labels for each exited student (generated from their created data base or excel spread sheet of exited 2010-2011 students) to a sealed Post School Outcomes Survey envelope to be mailed to each exited student.
- By August 31, 2012, exited students will complete the NH Post School Outcomes Survey and return it to MI in the provided postage paid envelope.

- By October, 2012, MI will analyze the post school outcomes data collected from student completed surveys for reporting to the NHDOE.

A summary of this information will be available in the New Hampshire Department of Education IDEA Part B Special Education Annual Performance Report, due February 1, 2013 and the district data profiles.

Thank you for assistance with this process. If you have any questions about this memo, please contact Amy Jenks, at 271-3842 or [amy.jenks@doe.nh.gov](mailto:amy.jenks@doe.nh.gov).