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Bureau of Special Education FY '16 Memo #14

Date: November 9, 2015

To: Superintendents  
Special Education Directors

From: Office of the Commissioner of Education

Division of Educational Improvement  
Bureau of Special Education

Re: *SPP/APR Timeliness of Initial Evaluations 2014-2015*

On October 29, 2015, the New Hampshire Department of Education (NHDOE), Bureau of Special Education, generated the final 2014-2015 report used for compliance with Indicator 11 – Timeliness of Initial Evaluations. This report will be used for the Annual Performance Report (APR), District Data Profiles, and District Determinations.

If the 45 day timeline for an initial evaluation was not met and your district will be sending information to the NHDOE, please submit the following:

For initial evaluations from September 1, 2014 to November 30, 2014, that were not completed within 45 days, please find three assurance forms to be completed as part of the submission of information:

- **Agreed Upon Time Extension for 2014-2015** (also submit copy of agreed upon time extension)
- **Parent: Exception to the 45 Day Timeline** (also submit documentation to support the reasons why parent did not make the student available, scheduling issues with parent, etc.)
- **New Student Enrollment: Exception to the 45 Day Timeline** (also submit documentation of student enrollment)

Each submission of student information must also have a **NHSEIS History Page** attached.

Bureau of Special Education FY '16 Memo #14  
November 9, 2015  
Page 2

Please submit one of these forms, supporting documentation and NHSEIS History Page by mail, fax or e-mail by Friday, **December 4, 2015** to:

Bridget Brown, Education Consultant  
New Hampshire Department of Education  
Bureau of Special Education  
101 Pleasant Street  
Concord, New Hampshire 03301  
Fax: 603-271-1099  
Email: [Bridget.Brown@doe.nh.gov](mailto:Bridget.Brown@doe.nh.gov)

If you are e-mailing, please put FY'16 Memo #14 in the subject line. If you email the information, there is no need to send documentation through regular mail. A confirmation of receipt of the information will be emailed to you.

If you have any questions regarding Indicator 11, please contact Bridget Brown: 271-3776 / [Bridget.Brown@doe.nh.gov](mailto:Bridget.Brown@doe.nh.gov).

BB:BJR  
Enclosures:  
Agreed Upon Time Extension for 2014-2015  
Parent: Exception to the 45 Day Timeline  
New Student Enrollment: Exception to the 45 Day Timeline