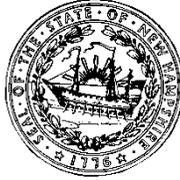


**Virginia M. Barry, Ph.D.**  
Commissioner of Education  
Tel. 603-271-3144



**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'16 Memo #16

Date: November 24, 2015

To: Superintendents of Schools  
Directors of Special Education  
Business Administrators

From: Office of the Commissioner  
Division of Educational Improvement  
Bureau of Special Education

Re: Fall 2015 Personnel Providing Special Education  
and Related Services for Children with Disabilities

The New Hampshire Department of Education, Bureau of Special Education, is required to report on school personnel including special education teachers, paraprofessionals, and related service providers who are employed to provide special education and related services for children with disabilities.

The data is collected within the myNHDOE – Education Statistics System through the "Special Education Personnel, Fall 2015" data collection. The data is collected at the school level.

Once the data collection is complete, the Superintendent must certify the data.

To access and complete the data collection, please refer to the attached documents entitled:

- Special Education Personnel Data Collection Instructions
- Instructions for logging into myNHDOE 2015 Education Statistics System (ESS)

The data collection must be completed by Friday, January 15, 2016.

Should you have any questions or need any assistance completing the data collection, please contact Mary Lane at (603) 271-3740 or [Mary.Lane@doe.nh.gov](mailto:Mary.Lane@doe.nh.gov)

BSE:BJR  
Attachments