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Bureau of Special Education FY '14 Memo #1

Date: July 12, 2013

To: Superintendents  
Special Education Directors

From: Office of the Commissioner of Education

Division of Instruction  
Bureau of Special Education

Re: *SPP/APR Timeliness of Initial Evaluations 2012-2013*

The New Hampshire Department of Education (NHDOE), Bureau of Special Education has generated the final 2012-2013 report used for Indicator 11 – Timeliness of Initial Evaluations on June 24, 2013. This report will be used for the Annual Performance Report (APR), District Data Profiles, and District Determinations.

If the 45 day timeline was not met and your district plans on submitting an assurance form, the following procedure will be followed:

1. The week of July 8, 2013, the Bureau of Special Education will upload to the main menu page in NHSEIS the final list of initial evaluations for September 1, 2012 to November 30, 2012 for each district. This file is password protected. You previously received an e-mail from Terry Hersh issuing Special Education Directors a password; this password will enable you to open this file.
2. For initial evaluations from September 1, 2012 to November 30, 2012 that were not completed within 45 days, please find three assurance forms:
  - *Agreed Upon Time Extension for 2012-2013*
  - *Parent: Exception to the 45 Day Timeline*
  - *New Student Enrollment: Exception to the 45 Day Timeline*

3. **Please submit the completed assurance form and supporting documentation that best describes why State timelines were not met.**
  
4. Please mail, fax or e-mail the assurance time extension form and evidence and/or student enrollment assurance by **Friday, August 16, 2013** 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  
e-mail: [Bridget.Brown@doe.nh.gov](mailto:Bridget.Brown@doe.nh.gov)

If you are e-mailing, please put FY'14 Memo #1 in the subject line.

If you would like further clarification, please contact Bridget Brown [Bridget.Brown@doe.nh.gov](mailto:Bridget.Brown@doe.nh.gov) or 271-3776.

BB:BJR  
Enclosures:  
Agreed Upon Time Extension for 2012-2013  
Parent: Exception to the 45 Day Timeline  
New Student Enrollment: Exception to the 45 Day Timeline