



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'13 Memo #3

Date: August 14, 2012

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 2011-2012*

The New Hampshire Department of Education (NHDOE), Bureau of Special Education, has generated the final 2011-2012 report used for Indicator 11 – Timeliness of Initial Evaluations on July 16, 2012. 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 August 13, 2012, the Bureau of Special Education will upload to the main menu page in NHSEIS the final list of initial evaluations for September 1, 2011 to November 30, 2011 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, 2011 to November 30, 2011 that were not completed within 45 days, please find three assurance forms:
 - *Agreed Upon Time Extension for 2011-2012*
 - *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, September 14, 2012** 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

If you are e-mailing, please put FY'13 Memo #3 in the subject line.

If you would like further clarification, please contact Bridget Brown at Bridget.Brown@doe.nh.gov or 271-3776.

Enclosures:

Agreed Upon Time Extension for 2011-2012
Parent: Exception to the 45 Day Timeline
New Student Enrollment: Exception to the 45 Day Timeline