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Bureau of Special Education FY'14 Memo #12

Date: September 17, 2013

To: Superintendents of Schools
         Special Education Directors

From: Office of the Commissioner of Education

         Division of Instruction
         Bureau of Special Education

RE: October 1, 2013 Federal Child Count and Environmental Data for Special Education

In order to ensure that each New Hampshire school district will receive federal special education funds for fiscal year 2014, the New Hampshire Department of Education is required to submit a child count and environmental settings data to the United States Department of Education, Office of Special Education Programs (OSEP). The data reports **MUST** be received by OSEP by February 1, 2014.

Preparing the child count so that it meets federal requirements requires the cooperation of special education personnel at the district level. The source of data for these reports is the New Hampshire Special Education Information System (NHSEIS). The schedule for preparing the federal child count for FY'14 follows.

> ➢ **10/01/13 REFERENCE DATE for determination of student data eligibility for FY'14 child count and environmental settings**

> ➢ **11/15/13 Districts' compliance data will be generated from NHSEIS**

> ➢ **2/03/14 DEADLINE for receipt to OSEP of NH Child Count and Environmental Data**

THIS SCHEDULE MUST BE FOLLOWED STRICTLY BECAUSE THERE IS ABSOLUTELY NO FLEXIBILITY WITH THE DATE THAT THE CHILD COUNT MUST BE RECEIVED BY OSEP.

If you have any questions or need technical assistance, please contact Ralph Tilton at 271-3839 or ralph.tilton@doe.nh.gov .

We understand that meeting the deadlines for the child count and environmental settings requires a tremendous effort on the part of local district staff. These efforts are truly appreciated.

RT:BJR