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Bureau of Special Education FY'14 Memo #14

Date: September 26, 2013

TO: Superintendents of Schools
Directors of Special Education
Business Administrators

FROM: Office of the Commissioner

Division of Instruction
Bureau of Special Education

Re: 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 district personnel who are employed to provide special education and related services for children with disabilities. The Bureau is providing a survey for school districts to report this information. Although school districts are reporting the districts total number of personnel providing special education and related services for children with disabilities the district must also be able to provide school level data upon request.

The person completing the survey must obtain their Superintendents verification of the data prior to submission of the report.

To access the survey, please go through *myNHDOE Single Sign-on System, Educational Statistics* and select 2013 -2014, second survey down "*Special Education Personnel – Fall 2013.*" If you do not have *Educational Statistics* on your *myNHDOE*, have your i4see Coordinator give you access as a general user. All Superintendents have educational statistics surveys on their *myNHDOE Single Sign-on System* for submitting.

The Survey must be completed by your school district by Friday, December 20, 2013.

Should you have any questions or need any assistance completing the survey, please contact Ralph Tilton at (603) 271-3839 or Ralph.Tilton@doe.nh.gov.

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