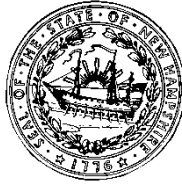


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Bureau of Special Education FY'14 Memo #30

Date: May 6, 2014

To: Superintendents of Schools
Special Education Directors

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

Re: Indicator 14 Post School Outcomes Survey Administration

In accordance with the New Hampshire Department of Education (NHDOE) IDEA Part B Special Education State Performance Plan, **Indicator 14** [20.U.S.C. 1416(a)(3)(B)]: all school districts must participate in the reporting on the percent of youth who are no longer in secondary school, had IEPs in effect at the time they left school and were:

- A. Enrolled in higher education within one year of leaving high school.
- B. Enrolled in higher education or competitively employed within one year of leaving high school.
- C. Enrolled in higher education or in some other postsecondary education or training program; or competitively employed or in some other employment within one year of leaving high school.

The Bureau of Special Education collected and reported post school outcome data on Indicator 14 in the February 1, 2014 State Performance Plan and Annual Performance Report.

To view our State Performance Plan and Annual Performance Report –

http://www.education.nh.gov/instruction/special_ed/spp.htm.

It is time to prepare to collect post school outcomes data for Indicator 14 to be reported in the next Special Education Annual Performance Report, due February 1, 2015. Indicator 14 reporting will be generated from data collected from the dissemination of a post school outcomes survey in June 2014. All New Hampshire students with an IEP during the 2012-2013 school year that, as of June 30, 2013, exited the school system (i.e., graduated, received a certificate, dropped out, or reached maximum age to receive services) and have been out of high school for at least one year are eligible to receive a survey.

The NHDOE has obtained the services of Gibson Consulting Group, Inc. (Gibson), who assists with the administration of our Parent Involvement Survey for Indicator 8, to also assist with the survey dissemination and data analysis of Indicator 14 Post School Outcomes this year.

The NHDOE has outlined the process that will be used below:

- In order to disseminate the survey, the NHDOE has supplied Gibson with the name and contact information of the Special Education Director for each school district. If you would like to designate someone other than yourself to disseminate the surveys for your district, please contact Cheyenne Rolfe at croffe@gibsonconsult.com or (877) 328-0884 x115.
- By May 6, 2014, Amy Jenks, NH Department of Education will e-mail to special education directors their district report of 2012-2013 exited students.
 - The Bureau has generated district reports of 2012-2013 exiting students from the NHSEIS data which was submitted for the Federal Table of Students Exiting Special Education. These district reports will include student SASID numbers, date of birth, and exiting reason.
 - If you have any concerns with the exited students listed on your district report, please contact Amy Jenks, NH DOE, Amy.Jenks@doe.nh.gov or (603) 271-3842.
 - Other questions about the survey process can be directed to Cheyenne Rolfe at croffe@gibsonconsult.com or (877) 328-0884 x115.
- By May 30, 2014, districts must look up these student names and last known mailing addresses developing a database or excel spreadsheet as you have in past years. You will use the database or excel file to generate mailing labels for the exited students in your district. One important addition this year is that each address label must read **To the parent of or To:** with the student's name and address below it. If the student is not at home we are hoping the parent will then open the survey materials and complete the survey on their behalf.
- By June 6, 2014, Gibson will send each Special Education Director, or designee, a package of materials needed to administer the **Post School Outcomes Survey**.

Each **Post School Outcomes Survey District Package** will contain:

- Instructions for survey administration,
- A complete sample of the post school outcomes survey packet for your reference,
- The total number of post school outcome survey packets for exiting students on your district report.

Each unaddressed sealed survey envelope packet for exited students will include the following:

- A cover letter to the exited student explaining the survey effort and the option to complete the survey online,
- A copy of the survey, and;
- A self-addressed postage-paid envelope for students to return the completed survey.

Gibson will be available to districts to answer questions or provide technical assistance on the survey dissemination process.

- By June 13, 2014, districts will affix mailing labels for each exited student (generated from their created database or excel spreadsheet of exited 2012-2013 students) to a sealed Post School Outcomes Survey envelope to be mailed to each exited student. Again, one important addition this year is above each address label please add the line **To the parent of or To:** with the student's name and address below it. If the student is not at home we are hoping the parent will then open the survey materials and complete the survey on their behalf.
- By September 30, 2014, exited students will complete the NH Post School Outcomes Survey and return it to Gibson in the provided postage paid envelope.
- By October 2014, Gibson will analyze the post school outcomes data collected from completed surveys for reporting to the NHDOE.

A summary of this information will be available in the New Hampshire Department of Education IDEA Part B Special Education Annual Performance Report, due February 1, 2015 and the district data profiles.

Thank you for assistance with this process. If you have any questions about this memo, please contact Amy Jenks, at 271-3842 or amy.jenks@doe.nh.gov.