



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'15 Memo #3

Date: August 5, 2014

To: Superintendents of Schools
Special Education Directors

From: Office of the Commissioner of Education

Division of Educational Improvement
Bureau of Special Education

Re: Guidance for Written Prior Notice

The New Hampshire Department of Education (NHDOE), Bureau of Special Education in conjunction with input from parent organizations, representatives of school districts, and the New Hampshire Association of Special Education Administrators (NHASEA), has developed a model Written Prior Notice form that districts can utilize. This form is compliant with the Federal and State regulations and is available at: www.education.nh.gov/instruction/special_ed/forms.htm

In addition to the form, there is also a brief one page guide for districts to refer to as they are working with the Written Prior Notice form.

Districts are encouraged to access and use the brief guide and Written Prior Notice form either in whole or as guidance for developing their own form. When considering developing their own Written Prior Notice forms, districts will need to take steps to ensure all of the legal components of a Written Prior Notice [CFR 34 300.503(b)] are included.

For further clarification, please contact Lori Noordergraaf at lori.noordergraaf@doe.nh.gov or 271-3750.

LN:BJR
Enclosures:
Written Prior Notice Form
Written Prior Notice Brief Guide

**TDD Access: Relay NH 711
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