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Bureau of Special Education FY'16 Memo #20

Date: January 15, 2016

To: Superintendents of Schools  
Special Education Directors

From: Office of the Commissioner of Education

Division of Educational Improvement  
Bureau of Special Education

RE: Parent Involvement Survey in Special Education Administration 2016

The New Hampshire Department of Education (NHDOE), Bureau of Special Education (Bureau) is beginning to conduct the ninth annual Parent Involvement Survey in Special Education. The NHDOE is required by the Office of Special Education (OSEP) in the Part B State Performance Plan (SPP) and the Annual Performance Report (APR) to conduct a statewide survey to measure the percentage of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities (Indicator 8). As you know, New Hampshire is now conducting a census survey over two years.

**Survey Block B will be administering the Parent Involvement Survey in Special Education this year (and then not again until 2018).** Gibson Consulting Group, Inc. (Gibson) is assisting the Bureau in the distribution of the survey and analysis of the survey results. For the purposes of dissemination of the survey, the NHDOE has supplied Gibson with the name and contact information of the Special Education Director for each school district in survey block B, and they will be in touch with you to begin the survey administration process. If you would like to designate someone other than yourself to be the point person for your district, please contact: Cheyanne Rolf at Gibson at [crolf@gibsonconsult.com](mailto:crolf@gibsonconsult.com) or (877) 328-0884 x115.

**Gibson and the NHDOE will be holding an informational webinar on the administration process. This webinar will provide detailed information and tips for facilitating the survey process. Please consider assigning someone in your place if you are unable to attend. The webinar will be conducted at two different times:**

- Tuesday February 2<sup>nd</sup> 10:30-11:30 am
- Thursday February 4<sup>th</sup> 3:00-4:00 pm

Specific information on how to access these webinars will be emailed to you at a later date.

The 2016 Parent Involvement Survey in Special Education Administration process will proceed as follows.

**During the first weeks of February, 2016**, Gibson will contact each designee via e-mail for a count of the number of preschool surveys and the number of school age surveys that each district will need this year. They will provide a link in the e-mail for the information to be entered electronically.

**During the week of March 21, 2016**, each Special Education Director, or designee, will receive a District Survey Kit based on the counts provided in February. Each District Survey Kit will contain:

- A package of sealed preschool surveys (based on the counts you provide in February), containing a letter to the parent, the survey form, and a postage-paid return envelope.
- A package of sealed school age surveys (based on the counts you provide in February), containing a letter to the parent, the survey form, and a postage-paid return envelope.
- The FY'15 (2014-2015) Parent Involvement Survey Administration Instructions Guide.
- Color copies of a flyer (English and Spanish) that can be disseminated throughout the district and within schools (e.g., sent home to parents with student folders, placed in strategic locations in the school building, etc.)

By **Friday, April 1, 2016** each Special Education Director or designee is expected to address and mail the survey envelopes to all parents in their district who have children receiving special education services.

- Districts should send one addressed survey envelope packet per child (even if this means that a parent will receive multiple survey packets); and
- The survey should go to the person who is signing the IEP. This includes the natural or adoptive parent, legal guardians or educational surrogate parents, including foster parents who have the authority to sign the IEP. In the event that there are separate households, the survey should go to each parent/guardian who signs the IEP.

**Please take the opportunity to ensure that parent names and addresses are correct. These efforts ensure a stronger parent response.**

#### **THE DEADLINE FOR COMPLETING SURVEYS IS MAY 13, 2016**

Gibson will also send each designee electronic versions of materials that can be used to promote awareness of the parent survey in each school district. This e-mail will contain:

- A flyer that can be disseminated throughout the district and within schools (e.g., sent home to parents with student folders, placed in strategic locations in the school building, etc.).
- Content for an e-mail that can be sent to parents (either through e-mail or posted on list serves or in newsletters).
- Graphics that can be posted on school and district websites.
- A script for districts with automated phone messaging systems to use as a mechanism for alerting parents to the importance of the survey effort.
- Content for social media (e.g., Facebook posts and tweets).

During the survey window, Cheyanne Rolf and Amie Rapaport at Gibson can be reached at (877) 328-0884 to assist parents/guardians and school district staff as needed. They will be in close contact with designees throughout the survey period and will offer additional supports including translations of the survey and the opportunity for parents with specific needs to complete the survey over the phone, if necessary. Gibson will also rely on school and district staff to help parent's complete surveys as needed (e.g., assisted by district translators or sign language interpreters). Through the outreach materials listed above, Gibson will help schools engage in activities to increase parent response rates.

The Department of Education looks forward to working with your district to ensure an effective administration of the parent survey. If you have any questions, please feel free to contact Mary Lane at: [Mary.Lane@doe.nh.gov](mailto:Mary.Lane@doe.nh.gov) or (603) 271-3740.

BSE:BJR