



**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'16 Memo #8

Date: September 22, 2015

To: Superintendents of Schools  
Special Education Directors

From: Office of the Commissioner of Education

Division of Educational Improvement  
Bureau of Special Education

RE: October 1, 2015 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 2016, 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 April 6, 2016.

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'16 follows.

- 10/01/15 REFERENCE DATE for determination of student data eligibility for FY'16 child count and environmental settings
- 12/31/15 Districts' compliance data will be generated from NHSEIS
- 4/06/16 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](mailto: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