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Bureau of Special Education FY '17 Memo #17

Date: December 7, 2016

To: Superintendents
Special Education Directors

From: Office of the Commissioner of Education

Division of Educational Improvement
Bureau of Special Education

Re: *SPP/APR Timeliness of Initial Evaluations 2015-2016 Desk Audit Review*

The New Hampshire Department of Education (NHDOE), Bureau of Special Education, has generated the **final** data report used for Indicator 11 – Timeliness of Initial Evaluations. This report enables the districts to review the current data that has been reported in the New Hampshire Special Education Information System (NHSEIS) regarding initial evaluations.

Please review the data by accessing a password protected file, uploaded on the Main Menu page of NHSEIS. If you do not know the password for your district, you may contact Terry Hersh at the NHDOE at (603) 271-3775 / terry.hersh@doe.nh.gov.

When reviewing the data in the NHSEIS file, please review the "Days between Consent & Elig" column. The numbers in this column indicate the number of days between the date entered of Parent Consent and the date entered for an Eligibility Determination. The New Hampshire State timeline for completing initial evaluations is 45 days, pursuant to Ed 1107.01(c) and may be extended up to 15 days with written consent pursuant to Ed 1107.01(d).

If any numbers in this column are 0-45 days, the district does not need to submit documentation to the NHDOE.

If any numbers in this column are 46 days to 60 days, the district will need to submit to the NHDOE:

- The Agreed Upon Time Extension form (attached to this Memo);
- A copy of the agreed upon time extension; and
- A copy of the Student History page in NHSEIS that indicates the data for referral, parent consent and eligibility determination for that student.

If any numbers in this column are 61 days and over, the district will need to submit to the NHDOE:

- The appropriate exception form
 - Parent Exception form-used when the parent does not make the child available for evaluations (ex. Parent does not make the child available, excessive sickness of the child during evaluation period, hospitalization of the child, family moves, long vacations during evaluation period, parent keeps rescheduling the eligibility determination meeting, etc.)
 - New Student Enrollment form-used when the student began the process of evaluation in another district or State and moved into the current district; and
- Documentation to support the exception (ex. Meeting invites, documented phone calls, e-mails, student enrollment information, attendance sheet, etc.)
- A copy of the Student History page in NHSEIS that indicates the data for referral, parent consent and eligibility determination for that student.

The NHDOE will review all information during the desk audit review and determine if the documentation satisfies the requirements for extension or exception. If the documentation does not meet the requirements and is not accepted, the district will receive a finding of noncompliance and will need to participate in the corrective action process for Indicator 11.

The deadline to complete the review of the final data report and submit documentation is **Tuesday, January 3, 2017.**

If you would like further clarification on the data collection for Indicator 11 or need assistance, please contact Bridget Brown at Bridget.Brown@doe.nh.gov / 603-271-3776.

BB:BJD

Attachments

Agreed Upon Time Extension for 2015-2016

Parent: Exception to the 45-Day Timeline

New Student Enrollment: Exception to the 45-day timeline