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Bureau of Special Education FY'17 Memo #43

Date: June 12, 2017

To: Superintendents of Schools
Business Administrators
Special Education Directors

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

Re: i4see Sped Public Submission – June 2017

The New Hampshire Department of Education (NHDOE), Bureau of Special Education is working to integrate the NHSEIS system with our other educator data systems so we can share data and relieve schools from having to submit repetitive data. As part of this process, the NHDOE is revising its SpedPublic Submission process for this June (2017).

Please note: Although i4see coordinators are responsible for submitting SpedPublic data to i4see, Special Education Directors may be contacted to provide assistance in reviewing or to contribute data to this report to ensure accuracy. For this reason, we have included the information and instructions being shared with the i4see coordinators regarding the revised SpedPublic Submission process for 2017 below. If you have any questions, please feel free to contact the i4see Help Desk at i4see.help@doe.nh.gov.

This June (2017), the NHDOE will create a SpedPublic Submission batch from data that is pulled from the NHSEIS System. For the 2017 Submission, districts will have the option to review and use this state-generated SpedPublic batch **OR** delete it and upload their own batch as they have done in previous years.

The process and instructions for both of these options are included below. First, some key notes to understand:

1. On June 15th, we will pull data from NHSEIS and create a SubmissionSpedPublic for your district.
2. **If you do not want to use the batch and would rather simply upload your own batch as you have done in prior years that is absolutely fine. You can simply delete the batch as described below.**

3. Any changes in NHSEIS after June 15th will not be reflected in the Submission we post on the workbench. If needed, we can do a second pull upon request.
4. For students who were on an IEP for the entire school year, we will set the start date to 7/1/2016 and the end date to 6/30/2017.
5. Please note: for students who have many modifications in their IEPs or move around quite a bit, we may have difficulty identifying the correct start and end dates. Please pay close attention to these student's records when verifying the data.
6. The batches will automatically be set to 'batch verified/' but remember you need to verify the District SpedPublic reports and 'district verify' the batch.
7. For questions please e-mail i4see.help@doe.nh.gov

Description of the Process Follows:

On June 15th a SpedPublic batch will appear in your workqueue

The batch will include all the students on an IEP received from NHSEIS.

Batch ID	Submission Type	Submission Year	Submitted Date	Last Updated	Status Ind	Status Desc	Total Records Uploaded	SASID's Assigned	Duplicate Records	User	Comment	Email	Change Status
Select 134598	Sped Public	2016	5/25/2017 12:47:19 PM	5/25/2017 12:47:19 PM	● ○ ○	Batch Verified	289		0		NHSEISNightly via SSIS		Batch Verified

You can select the batch and click "Delete Batch" if you do not want to use this automated batch and would rather upload your own (as you did in previous years).

Batch ID	Submission Type	Submission Year	Submitted Date	Last Updated	Status Ind	Status Desc	Total Records Uploaded	SASID's Assigned	Duplicate Records	User	Comment	Email
Select 134598	Sped Public	2016	5/25/2017 12:47:19 PM	5/25/2017 12:47:19 PM	● ○ ○	Batch Verified	289		0		NHSEISNightly via SSIS	

The Batch will contain a record for each student. The dates should represent the dates the student was on an IEP during the school year.

If any of the data is incorrect you can update the batch directly, but we recommend that you also want to review NHSEIS to make sure the data is corrected in NHSEIS as well.

Validation:

[Return to Workqueue](#) [Insert A New Record](#)

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Edit	Student's Name	State Assigned	Student Identifier	Date Of Birth	Begin Date For Period During School Year That The Student Was Under IEP	End Date For Period During School Year That The Student Was Under IEP	Delete
		1	0	00	07/01/2016	06/30/2017	Delete
		1	5	1	00	07/01/2016	Delete
		1	1	1	98	07/01/2016	Delete
		1	2	0	99	07/01/2016	Delete

Once the batch is correct, go to District Review.

On the district review page, you need to review the reports and 'district verify' the batch.



New Hampshire Department Of Education Initiative for School Empowerment and Excellence i4see

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[District Review](#) [Anomaly and Status](#) [i4see](#) [District Review](#)

You Are in TEST

Welcome to the i4see Workbench. Please call Mike Cote at 271-2775 if you need any assistance.

Hello Michael Schwartz Color Scheme: Choose:

District: 33 - Barrington

SAU: 74 - Barrington SAU Office

[School Data](#)

Review

Please select submission type:

Please select a school year: [Refresh](#)

1 Batch Needs To Be Verified Before You Can Certify
 You ARE Authorized To Certify

Sped Public - 2016
Batch Summary

Batch ID	Submission	Submitted	Last Updated	School Id	Status	Total Uploaded	SASID's Assigned	Duplicate Records	User	Comment	Email
126318	Sped Public	6/29/2016 3:56:44 PM	7/19/2016 12:47:34 PM	0	Certified	0		0	CHasty1	sped public no names	chasty@sau74.org
134598	Sped Public	5/25/2017 12:47:19 PM	5/25/2017 12:47:19 PM		Batch Verified	289		0		NHSEISNightly via SSIS	

District Review Reports

Confirmation Required [List of Students Identified on an IEP](#)

Confirmation Required [Count of Unique IEP Students](#)

For assistance or questions, e-mail i4see.Help@doe.nh.gov