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Bureau of Special Education FY'19 Memo #6

Date: August 7, 2018

To: Superintendents of Schools  
Administrators of Special Education

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

RE: Changes to the Parent Response and Meeting Notice forms in NHSEIS

The New Hampshire Department of Education (NHDOE), Bureau of Special Education, in conjunction with input from parent organizations, representatives of school districts and special education organizations, has revised the IEP Team Meeting Notice form and the parent response page within the New Hampshire Education Information System (NHSEIS). These changes were made to reflect the New Hampshire Standards for the Education of Children with Disabilities.

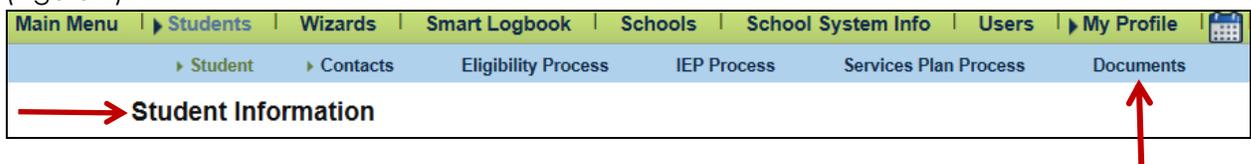
**IEP Team Meeting Notice Form**

To generate this form, the user will need to enter meeting specific information on the data page and then create a draft to generate the printable notice to send out.

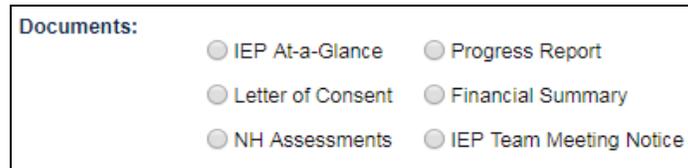
To access this form in NHSEIS:

- 1) Select a student and from the Student Information page, click on "Documents" from the blue shaded at the top, right hand corner of the screen.

(Figure 1)



- 2) Choose "IEP Team Meeting Notice" from the options in the center of the screen.  
Figure (2)



The image shows a rectangular box with a black border. Inside the box, the word "Documents:" is written in blue text at the top left. Below it, there are six radio button options arranged in two columns. The first column contains "IEP At-a-Glance", "Letter of Consent", and "NH Assessments". The second column contains "Progress Report", "Financial Summary", and "IEP Team Meeting Notice". The "IEP Team Meeting Notice" option is highlighted with a light blue background.

- 3) Click the "Create Draft" button to begin filling out the form.

**Create Draft (will be saved for 30 days) ?**

Enter meeting specific information into the data page

After clicking on "create draft" a new document will open with data fields to be filled in by the user.

- Student Information section - this is the only area that has pre-populated information on this data page. The boxes labeled "student," "school," and "SAU" will be filled with the information from the Student Information page (see figure 1). The "date," "time," and "location" of the meeting will need to be filled in by the user.
- Meeting Information section - this section is where users identify what the meeting topic will be. All of the information in this section will need to be filled out by the user. Users may select more than one topic area.
- List of person(s) attending - This form assumes that there will be a parent, an LEA representative, a regular education teacher and a special education teacher (case manager) in attendance. The user may choose to add (up to 10) more attendees by selecting "Add New Row." The names and roles of the attendees will need to be entered by the user.

Review the draft meeting notice

After the information is filled in on the data page, click "create draft." This will open a PDF of the draft IEP Team Meeting Notice. The draft includes information entered on the previous page as well as name and contact information for the district contact person (the case manager assigned on the IEP Team member page).

To correct information on the draft Notice, close the tab with the draft Notice and repeat steps 1-3 above to make the necessary corrections.

### Create Final Meeting Notice

If all of the information on the Notice is correct, then return to the Documents Page, select IEP Team Meeting Notice (steps 1-2 above) and select "Create Final Document."

**Create Final Document (will be saved)**

Scroll to the bottom of the page and click "Create Final Document." Then click "View" to open the IEP Team Meeting Notice and use your web browser or PDF reader controls to print.

**Create Final Document**

*Tip: Print the document as single sided sheets as the bottom of the Notice is intended to be completed, detached and sent back to school personnel by the parent/guardian/adult student in response to the meeting. This will allow parents/guardians/adult students to retain the portion of the Notice with the meeting information.*

### **Parent Response to Proposal page**

This page will remain substantially similar in form to the existing page which prints out as the last page of the IEP document. This page has been revised to reflect the changes to the New Hampshire Standards as of March 2017 as well as to include the IEP dates at the top of the page. Changes to the form are as follows:

- 1) The section formerly entitled "Response Section" at the top of the page is now entitled "Local Education Agency (LEA) Approval of Provisions in the IEP."
- 2) The heading "school assurance" was removed.
- 3) The heading "Parent Options/Responses" was changed to "Parent's Response to the Proposal for the IEP."
- 4) The statement underneath the Parent's Response heading that read "Please indicate your response by checking at least one box and returning the signed copy to the district" has been changed to "Please indicate your response by checking the box(es) which reflect(s) your decision."
- 5) The next section, where the parent indicates a response with a check box, has been changed from:
  - I accept the IEP as developed
  - I reject the IEP as developed
  - I accept the IEP as developed with the following exceptionsTo:
  - I consent to the IEP as proposed
  - I refuse to consent to the IEP as proposed
  - I partially consent to the IEP as proposed.

- 6) Following the check box section, there was previously an area labeled "Exceptions/Notes" for parents to make further indications which has been changed to provide two separate areas for parents to make further indications. The first section reads "I refuse to consent for the following activities or services in the proposed IEP" and "I request the following changes (additions or revisions) to the services proposed in the IEP."
- 7) There is an additional statement in this section that reads "I request an IEP team meeting be convened within 21 calendar days to discuss what I refuse to consent to and/or the changes I have requested" with a check box for a parent to indicate this request.
- 8) The last line on the form states is the area for the "Signature of Parent/Guardian, Surrogate/Adult Student."
- 9) The rest of the form relative to providing the parent with procedural safeguards and the transfer of rights when the student reaches 18 remains the same.

Please direct all questions pertaining to the use of these pages in NHSEIS to: Elizabeth Graichen at [Elizabeth.Graichen@doe.nh.gov](mailto:Elizabeth.Graichen@doe.nh.gov) or 271-4982.