

New Hampshire Department of Education
Division of Education Analytics and Resources, Bureau of Educational Statistics
25 Hall Street, Concord, NH 03301-3852

SCHOOL BOARD DATA COLLECTION

Data Collection Location: Complete this data collection through the ESSP application in the MyNHDOE Single Sign-On System.

Instructions: *RSA 671:31, Reports by School District Clerk, requires that the clerk report the names and addresses of school board officers to the Department of Education and Revenue Administration. Since the Dept. of Education shares this information with the Dept. of Revenue Administration, only one response is necessary. Please inform the Dept. of Education of any subsequent changes in membership.*

Due Date: May 31, 2024

Certified: Yes – General user can **Finalize** the collection

Instructions for completing this survey:

- Edit to correct any information in a member's record that has changed, including email address. Please be sure to make your board members aware that this email address will be published.
- Delete those members who have left the board, and add any newly elected members, indicating Office and Term Expiration Date. Please enter the entire zip plus four code to comply with mailing requirements. You can access that information on the U. S. Postal Service website at www.usps.com/zip4.
- Please be sure to update the Term Expiration Date for any position that may be appointed or elected on an annual basis (Clerk, Moderator, etc.).

You **no longer need to send in a signed copy** of this data collection to the New Hampshire Department of Education.

Instruction Guide provided on the next page.

ESSP – School Board Members – Data Collection Instructions

1. Add

Click the **Add New Record** button to add a board member.

2. Delete

Click the **Delete** button to delete a board member.

3. Edit

Click the **Edit** button to update a current members information.

Annual School Board Member Roster Update

Please update the school board members for 2024-25

	DistID	Role	Prefix	FirstName	MiddleName	LastName	Suffix	Address1	Address2	City	State	ZipCode	TermEnds	Phone	Email	
Edit	Concord	Chairper	Mrs.	Test		Person		25 Hall Street		Concord	NH	03301	2026	603-603-0000	donot@use.com	Delete

[Add New Record](#)

4. Save and Finalize

Click the **Save** button and then the **Finalize (mark as Complete)** button to complete your data collection form.

Signature*

I certify that the above list of school board members is correct.

[Save](#)
[Finalize \(Mark As Complete\)](#)
[Share](#)
[Cancel](#)

If you have any questions or need assistance, please submit a help desk ticket at [ESSP HELPDESK](#).