

New Hampshire Department of Education  
Division of Education Analytics and Resources  
Bureau of Educational Statistics  
101 Pleasant Street, Concord, NH 03301-3852  
Telephone: (603) 271-2778

**Remember to set the ESS entry year to 2022-23 before beginning.**

#### **SCHOOL BOARD DATA COLLECTION**

**Data Collection Location:** Complete this data collection through the Education Statistics System (ESS) 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:** April 29, 2022

**Certified:** Yes – General user can certify the collection.

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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](http://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.).
- When the data is complete, please certify on the "Form Home" page.

PLEASE NOTE: A "General User" in myNHDOE may certify this report (no need for the Superintendent). You **no longer have to send in a signed copy** of this data collection to the Department of Education.

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