**New Hampshire Department of Education**

**Bureau of Special Education**

**Public Academies Monitoring Process**

**2021 – 2022 Review of Special Education Personnel**

**Directions:** Please fill out the roster below for all staff that teach special education students and/or are assigned a special education role within your academy.

**Please submit to the Bureau of Student Support, no later than 30 days prior to the initial on-site.**

The Bureau will review special education staff certifications using the New Hampshire Educator Information System. The review process will be for special education staff employed during the 2021-2022 school year. Each special education staff member’s endorsement will be compared to the subject/assignment. This process is used for special educators who hold Education Intern License 4 (INT4), Beginning Educator Certification (BEC) and Experienced Education Certification (EEC).

Individuals who teach students with disabilities cannot be on Permission to Employ (PTE) or Statement of Eligibility (SOE).

If there is a discrepancy between endorsement and subject/assignment the public academy will be given an opportunity to

verify the data. If the discrepancy cannot be resolved a finding of noncompliance will be made pursuant to

**Ed 1126.02(b)(1); Ed 1114.05(j); Ed 1114.10(a) Qualifications and Requirements for Instructional, Administrative, and Support Personnel**

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| **Public Academy:** |  | **Date Submitted:** |  |

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| --- | --- | --- | --- | --- |
| **Personnel**  (Full legal name with middle initial if applicable) | **Subject/Assignment** | **Endorsements** | **NHDOE Verification**  ***(NHDOE Use Only)*** | **NHDOE Notes**  ***(NHDOE Use Only)*** |
|  |  |  | **Yes  No  NA** |  |
|  |  |  | **Yes  No  NA** |  |
|  |  |  | **Yes  No  NA** |  |
|  |  |  | **Yes  No  NA** |  |
|  |  |  | **Yes  No  NA** |  |
|  |  |  | **Yes  No  NA** |  |
|  |  |  | **Yes  No  NA** |  |
|  |  |  | **Yes  No  NA** |  |
|  |  |  | **Yes  No  NA** |  |
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|  |  |  | **Yes  No  NA** |  |
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|  |  |  | **Yes  No  NA** |  |
|  |  |  | **Yes  No  NA** |  |
|  |  |  | **Yes  No  NA** |  |
|  |  |  | **Yes  No  NA** |  |