

New Hampshire Department of Education, Bureau of Special Education Public Academies Program Approval & Monitoring Process 2021-2022 Sample Timeline

Technical Assistance and Trainings are offered by the NHDOE throughout the monitoring process.

First Stage	Nov/Dec 2020	Notification of Monitoring Process	<ul style="list-style-type: none"> Public Academies are notified of the 2021-2022 Approval of Public Academy Special Education Program Approval & Monitoring Process
	May 2021	Initial Process and Program Approval Meeting	<ul style="list-style-type: none"> NHDOE consultants will meet with Public Academy leadership to present the monitoring process and answer questions. NHDOE will provide a list of approved special education programs for the Public Academy to review and an outline of the monitoring process.
	May – Oct.	Trainings offered by NHDOE	<ul style="list-style-type: none"> Written Prior Notice Measurable Annual Goals Specially Designed Instruction An area of need identified by the Public Academy
	Sep/ Oct.	On-site Process Letter	<ul style="list-style-type: none"> Follow up letter to the initial meeting with confirmed dates for the on-sites and an overview of the process
	Nov – Dec	Academy Staff Training	<ul style="list-style-type: none"> Staff trained on the IEP self-assessment data collection form
	Nov – Dec	Student Selection Letter w/ confirmed schedule 6-8 weeks prior to the on-site	<ul style="list-style-type: none"> Student SASIDs are sent. Staff will complete a self-assessment form for each student. If a student moves/ is exited from special education prior to the on-site, staff will notify NHDOE and another student is selected.
	Oct	Submission of: *At least 30 days prior to on-sites	<ul style="list-style-type: none"> Polices & Procedures, Personnel, and Special Education programs for the NHDOE team to review
	Dec/ Jan	Questions/Clarification:	<ul style="list-style-type: none"> NHDOE will contact Public Academy with questions/clarification regarding submitted materials.
	Jan/Feb 2022	Monitoring on-sites	<ul style="list-style-type: none"> NHDOE trained reviewers will review student files as well as an overview of the program(s) and a tour of the facilities as well as the case study presentation, if one is being completed. NHDOE will provide an agenda for the day prior to the on-site.
	March/ April 2022	Report meeting Within 60 days of the last monitoring on-site visit	<ul style="list-style-type: none"> NHDOE consultants will meet with leadership to review the written documentation of findings (Report, Appendix 1, Appendix 2, Appendix 3) Report will be posted to the NHDOE website.
May/ June	Student Correction on-sites (Appendix 2)	<ul style="list-style-type: none"> On-sites will be scheduled for 2-3 months after the report. A letter outlining the status of the student corrections will be sent to the Public Academy within two weeks of the follow up visit. 	
July/ Aug	Additional on-sites As necessary ¹	<ul style="list-style-type: none"> Additional monthly on-sites as needed for stage 1 student specific corrections. Emails outlining the status of the student corrections will be sent to the Public Academy within one week of the visit. 	
Second Stage	Sep/ Oct	Implementation of Regulations On-sites (Appendix 3)	<ul style="list-style-type: none"> NHDOE consultants will review updated data from new student files to verify correct implementation of regulations. Student SASIDs will be sent 2-3 weeks prior to on-site visit to correspond with appendix 3. A letter outlining the status of the updated data will be sent to the Public Academy within two weeks of the follow up visit.
	Oct/ Nov	Additional on-sites As necessary ¹	<ul style="list-style-type: none"> Emails outlining the status of the updated data will be sent the Public Academy within two weeks of the visit
December 2022	Closeout letter sent to Academy ²	<ul style="list-style-type: none"> All first stage and second stage noncompliance verified as corrected (Appendices 1, 2, & 3) 	

¹ In the event the written report shows that the LEA, other public agency, private provider... has not complied with orders issued by the department, the commissioner of education shall give the written notice of the further enforcement action to be taken per Ed 1125.02(c)

² The NHDOE must verify correction of noncompliance as soon as possible but in no case later than one year from the date of the written findings.