

Frank Edelblut
Commissioner



Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, NH 03301
TEL. (603) 271-3495
FAX (603) 271-1953

Bureau of Student Support FY '21 Memo #17

Date: November 18, 2020

To: Superintendents of Schools
Administrators of Special Education

From: Bureau of Student Support
Division of Learner Support

RE: October 1, 2020 Federal Child Count

Preparing the child count so that it meets federal requirements requires the cooperation of special education personnel at the district level. The source of data for these reports is the New Hampshire Special Education Information System (NHSEIS). The deadline for this report is December 2, 2020.

We understand that meeting the deadlines for the child count and environmental settings requires a tremendous effort on the part of local district staff. These efforts are truly appreciated. Please use the following instructions for guidance.

Child Count and Environment – Student Records
District Data Review Period: November 18th – December 2nd

Step 1: Log into NHSEIS. Click on School System Info in the green menu bar, then Reports from the blue menu bar, and then select the State/Federal Reports tab under Scheduled Reports at the bottom of the screen.

Step 2: On the State/Federal Reports tab, select the Child Count and Environment – Student Records report.

Step 3: Enter the Census Date of October 1st of the current school year. Then click Generate Report.

Step 4: Review the data to make sure it is accurate. Correct any data that is not accurate in the system by December 2nd. The Department of Education will pull the final report for federal reporting on December 3rd. There will be no further opportunity to make corrections after this date.

If you have any questions or need technical assistance, please contact Brandy Pappas at 603-271-2178, Brandy.Pappas@doe.nh.gov or Terry Hersh at 603-271-3775, Terry.Hersh@doe.nh.gov.