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Bureau of Special Education Support FY'24 Memo #8

Date: September 12, 2023

To: Superintendents of Schools
Administrators of Special Education

From: Office of the Commissioner of Education

Division of Learner Support
Bureau of Special Education Support

RE: 2022-2023 Exiting and Discipline Data District Data Review Window, 9/15-9/30

The Bureau of Special Education Support (Bureau) is writing to remind districts that the data review window for exiting and discipline data in the New Hampshire Special Education Information System (NHSEIS), for the 2022-2023 school year, begins Friday, September 15, 2023, and ends Saturday, September 30, 2023.

Pursuant to Ed 1126.07(a)(7) & (b) districts must enter all discipline and exiting information for students with disabilities in NHSEIS.

Exiting data can be checked using the Exiting Report (Table 4) in NHSEIS. Discipline data can be checked using the Discipline Report (Table 5) in NHSEIS. Directions on how to run these reports can be found in the NHSEIS Administrators Manual on the Bureau webpage [here](#).

Districts are expected to review and correct their discipline and exiting data for 2022-2023 in NHSEIS during this window.

In order to assist districts in verifying their data this year the Bureau will be providing districts with a summary of the number of exiting students by exit type as well as the number of total disciplinary removals by race/ethnicity as well as the count of students with In-School or Out-of-School disciplinary removals for both 10 days or less, or greater than 10 days, by race/ethnicity.

This summary will be sent by the end of this week. If the data in the summary is incorrect, districts must make corrections in NHSEIS as soon as possible but no later than September 30, 2023. If no corrections are made before October 1, 2023, then the district is confirming that the data in NHSEIS is correct.

If you have any questions please contact Lexie Ferraro at Alexandra.M.Ferraro@doe.nh.gov or 603-271-3750 for discipline or Heidi Clyborne at Heidi.A.Clyborne@doe.nh.gov or 603-271-3748 for exiting.