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Bureau of Student Support FY'20 Memo #12

Date: October 16, 2019  
To: Superintendents of Schools  
Administrators of Special Education  
From: Bureau of Student Support  
Division of Learner Support  
Re: Annual Data Review Process and Timelines

The Bureau of Student Support (Bureau) is issuing this memo regarding school districts' opportunity to review their special education data relative to the reports for Indicators 11, 12, 14 and Child Count and Environment data.

Districts are strongly encouraged to review the reports which may be generated in NHSEIS and make any necessary corrections to their data, prior to the State pulling the official reports for the annual submission of the State Performance Plan (SPP) Annual Performance Report (APR) ([https://www.education.nh.gov/instruction/special\\_ed/spp.htm](https://www.education.nh.gov/instruction/special_ed/spp.htm))

More detail of the data review process is provided in the Bureau's initial memo regarding data review, which may be found here: [https://www.education.nh.gov/instruction/special\\_ed/memos/documents/fy18\\_memo\\_17\\_new\\_annual\\_data\\_review.pdf](https://www.education.nh.gov/instruction/special_ed/memos/documents/fy18_memo_17_new_annual_data_review.pdf)

The following table provides the name of the report and the timelines associated with each data pull as well as the related indicators:

Report	Annual District Review Period	State Data Pull	Related Indicators
Ind 11- Timely Initial Evaluations (Advanced Reporting)	February 11 <sup>th</sup> – February 28 <sup>th</sup>	March 1 <sup>st</sup> - March 15 <sup>th</sup>	Indicator 11
Discipline Report (Table 5) – Student Records	August 1 <sup>st</sup> – August 15 <sup>th</sup>	Mid-August	Indicator 4
Child Count and Environment (Table 1 and 3) – Student Records	November 1 <sup>st</sup> – November 15 <sup>th</sup>	Mid-November	Indicators 4, 5, 6, 9, 10, & Significant Disproportionality
Ind. 12 – Early Childhood Transitions (Advanced Reporting)	December 1 <sup>st</sup> – December 15 <sup>th</sup>	Mid-December/ early January	Indicator 12 Training

The Bureau encourages district personnel to access these reports with the purpose of reviewing the data to ensure that it is accurate in the NHSEIS system. The Bureau will be providing webinars for the data review process. Webinar dates and times are listed below:

Webinar Focus	Date/Time	Participation Info
Timely Initial Evaluations (Indicator 11 Report)	November 7th 2:00pm-3:00pm	<a href="https://zoom.us/join/https://zoom.us/meeting/register/6799f31d5e9b0de8cde7dc3c8da9331e">https://zoom.us/meeting/register/6799f31d5e9b0de8cde7dc3c8da9331e</a>
	December 10th 11:00am-12:00pm	<a href="https://zoom.us/join/https://zoom.us/meeting/register/788fcd3c1776cdd034538d7d4481ef37">https://zoom.us/meeting/register/788fcd3c1776cdd034538d7d4481ef37</a>
Early Childhood Transitions (Indicator 12 Report)	November 21 <sup>st</sup> 2:00 pm-3:00pm	<a href="https://zoom.us/join/https://zoom.us/meeting/register/26da2fc94bcea7834ac87b605f06faf5">https://zoom.us/meeting/register/26da2fc94bcea7834ac87b605f06faf5</a>
	November 22 <sup>nd</sup> 9:00am-10:00am	<a href="https://zoom.us/join/https://zoom.us/meeting/register/73fdecd1d17edab67510d14dfea9e911">https://zoom.us/meeting/register/73fdecd1d17edab67510d14dfea9e911</a>
Child Count and Environment (Table 1 & 3 Student Report)	October 22 <sup>nd</sup> 2:30pm-3:30pm	<a href="https://zoom.us/join/https://zoom.us/meeting/register/809e32762401f5d27c24e00bf0acd2b8">https://zoom.us/meeting/register/809e32762401f5d27c24e00bf0acd2b8</a>
	October 25 <sup>th</sup> 10:00am-11:00am	<a href="https://zoom.us/join/https://zoom.us/meeting/register/a5fa2559380102dad746f627e8486654">https://zoom.us/meeting/register/a5fa2559380102dad746f627e8486654</a>
Discipline Data (Discipline Report)	This webinar was previously held (See Bureau FY'19 Memo #4)	Power point for webinar posted on Bureau page <a href="https://www.education.nh.gov/instruction/special_ed/index.htm">https://www.education.nh.gov/instruction/special_ed/index.htm</a>

Should you need further clarification, please contact Elizabeth Graichen at 603-271-4982 / [Elizabeth.graichen@doe.nh.gov](mailto:Elizabeth.graichen@doe.nh.gov)