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Bureau of Student Support FY'21 Memo #19

Date: December 1, 2020

To: Superintendents of Schools  
Administrators of Special Education

From: Office of the Commissioner  
Division of Learner Support  
Bureau of Student Support

Re: Indicator 11 Review Procedures & Timeline

The New Hampshire Department of Education, Bureau of Student Support (Bureau) is informing districts of the review process and timelines used to determine compliance with Indicator 11-Timeliness of Initial Evaluations of the State Performance Plan (SPP). This corresponds with §300.301(c)(1)(i), "initial evaluation-must be conducted within 60 days of receiving parental consent for the evaluation;" This timeframe encompasses the complete the eligibility process, beginning on the date the district receives written parent consent to evaluate, marking **day 1**. Please note the date of receipt is entered into the New Hampshire Special Education Information System (NHSEIS). The date of the meeting to determine eligibility for special education and related services, also entered into NHSEIS, must be within deadline. Completion of the eligibility process for all initial evaluations spanning more than 60-days will be deemed as noncompliance. Authorized district staff have the capability to review and make any necessary data corrections prior to the Bureau's determination of compliance for Indicator 11.

**Review Procedures**

The Bureau, along with the Office of Special Education Programs (OSEP), established a monitoring period, inclusive of each consent for an initial evaluation, between August 15<sup>th</sup> - November 15<sup>th</sup>. Keep in mind that the entire process must be completed within 60-days starting on the date of receipt of consent to evaluate, as entered into NHSEIS and ending on the meeting date to determine eligibility, also in NHSEIS. In the event that the evaluation is discontinued or additional assessments are needed upon agreement of the IEP team, the completed evaluation summary report and date of meeting for eligibility decision must occur and documented properly in NHSEIS.

Districts are encouraged to review their data in NHSEIS between February 11<sup>th</sup> - February 28<sup>th</sup>. However, districts can monitor their Indicator 11 data at any time. Directions on how to generate an Advanced Report for Indicator 11 is in the NHSEIS Manual available on the NHDOE website. Data checkpoints include the following:

- Date of the referral;
- Date of receipt to conduct an initial evaluation;
- Date of the evaluation summary report; and
- Date of the meeting to determine eligibility for special education and disability determination.

All of these dates must be correctly entered into NHSEIS.

The Bureau will review the Indicator 11 data for each district between March 1<sup>st</sup> - March 15<sup>th</sup>. Districts that are found in noncompliance will be notified by March 15<sup>th</sup>. Districts have the opportunity to submit exception forms and corresponding documentation as evidence to initiate a desk audit. Evidence submitted will be reviewed for verification of compliance between March 1<sup>st</sup> - March 30<sup>th</sup>. There are three allowable exceptions as described below:

- New student enrollment exemption- when a child enrolls in your school district from another district after the timeline for initial evaluation has begun;
- Parent exemption- when the parent repeatedly fails or refuses to produce the child for evaluation; and
- School district disaster- when a serious disruption due to an experience occurring over a relatively short period of time which exceeds the ability to resume daily functions at times, as approved by UDSOE.

⇒ Please note: Holidays, snow days, cancelled meetings, and unavailable personnel are not allowable exceptions.

In the appendices to this memo, you will find the New Student Enrollment Exception Form, Parent Exception Form, and the School District Disaster Exception Form.

### **Review and Reporting Timeline**

#### August 15<sup>th</sup> – November 15<sup>th</sup>

Each date of parent consent to conduct an initial evaluation entered into NHSEIS during this timeframe will be reviewed. Each entry has its own start date.

#### Between February 11<sup>th</sup> – February 28<sup>th</sup>

Districts are welcome to use Advanced Reporting in NHSEIS to generate a report for Indicator 11 starting August 15<sup>th</sup> and ending November 15<sup>th</sup> to review data and correct errors.

#### Between March 1<sup>st</sup> – March 15<sup>th</sup>

The Bureau will generate and review the State Compliance Report of Indicator 11 for each district. Districts found in noncompliance will be notified by email or phone before March 15<sup>th</sup>.

#### Before March 30<sup>th</sup>

Districts with an applicable exception may submit the corresponding form with supporting documentation for students whose timelines have gone beyond 60 days. Please submit the forms along with corresponding documentation to Joanne DeBello

