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Bureau of Student Support FY'21 Memo #30

Date: May 18, 2021

To: Superintendents of Schools
Special Education Directors

From: Office of the Commissioner of Education

Division of Learner Support
Bureau of Student Support

Re: Required Submission of District and/or SAU Special Education Procedures
and Select Special Education Forms for Monitoring

The Bureau of Student Support (Bureau) as part of our new district determinations/monitoring and tiered support system, is requiring each district and/or SAU to submit a digital copy of their special education procedures plan and select special education forms outlined in this memo to be emailed by June 30, 2021 to Amy.Jenks@doe.nh.gov for Bureau review.

In keeping with pre-existing requirements, each district must have special education procedures and effective practices that are aligned with and support the implementation of the IDEA, New Hampshire Statutes, and the New Hampshire Standards for the Education of Children with Disabilities. The Approval of Public and Non-Public Programs under Ed 1126.02(b) states that the New Hampshire Department of Education (NHDOE) will review the monitored district special education procedures for compliance, through a process including but not limited to on-site visit(s) and examination of written documents. Additionally, the NHDOE will review select district forms in efforts to ensure the correct implementation of the special education process.

Informational Webinars:

The NHDOE will provide four information webinars on the following dates that will outline the required documentation, the review process and information on making required corrections. Please click on the appropriate registration link below for the session you wish to register to attend.

Day, Date	Time	Registration links:
Tuesday, May 25, 2021	9:30AM - 11:00AM	https://zoom.us/meeting/register/tJ0rduytqjgiE9GPx7bW5toqwyZ5d4dyPZHW
Tuesday, May 25,	1:00PM - 2:30PM	https://zoom.us/meeting/register/tJltd-ytpjluEtD7ygpU2Un-6fDtV_NGS2nQ

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Tuesday, June 1, 2021	9:30AM - 11:00AM	https://zoom.us/meeting/register/tJMuce2vrTwjG91FTF7XcZstUE24op0tjoX4
Tuesday, June 1, 2021	1:00PM - 2:30PM	https://zoom.us/meeting/register/tJYqcemsgiliGNQgzzIKdO0VjL73gjZcbHQ4

After registering via a Zoom link above, you will receive a confirmation email from Sarah Souza noreply@zoom.us for the webinar session you just registered for containing information about how you will join that specific Zoom webinar on the date and time noted in the chart above. The link you receive is a unique link for you. Please do not share your link.

Resources:

The Bureau is providing you with some resources to assist you with your special education procedures plan and selected special education forms.

1) **See FY 21 Memo #29** <https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-support/special-education/memorandums-by-number>

Please also see the updated procedures plan resource document for districts to use in the development of the district Special Education Procedures.

2) Monitoring Special Education Forms review (form Attached)

This is the review form the Bureau will use in reviewing the submitted special education forms in this tiered monitoring process. This form outlines the selected special education forms a district will be required to submit to the Bureau for review. Once reviewed, this is also the form that will be sent back to each school district and/or SAU to either indicate the special education forms that were accepted as provided or to outline the corrections that are needed. Please note, the district does not fill out or submit this form to the NHDOE for this process.

3) Monitoring Special Education Procedures Review (form Attached)

This is the review form the Bureau will use in reviewing a district and/or SAU's special education procedures plan. The middle column of this form will be used by a district to self-assess their own special education procedures plan and indicate the page number where each of the components indicated in the left most column can be found in the district's procedures plan. Once the procedures self-assessment has been completed by the district, the district will submit it to the NHDOE along with the district procedures plan.

Upon NHDOE review, this form will be sent back to each school district and/or SAU to either indicate all the monitored components of the special procedures plan were accepted as provided or to outline corrections that are needed.

Summary and Details of Documentation Required for Submission:

1) Each district and/or SAU must email their special education procedures plan and selected special education forms digitally either in a PDF or Microsoft word format by **June 30, 2021** to Amy.Jenks@doe.nh.gov.

2) If your SAU has forms and/or procedures that are used by all of the districts in your SAU please indicate the SAU and list the districts within your SAU in the email with your submitted forms and procedures.

3) Required digital documents to be submitted by each District and/or SAU:

1. Special Education Procedures Plan

2. Completed *Monitoring Review of Special Education Procedures Form* (District Self-assessment of their special education procedures plan –middle column)
3. Record of Access form
4. Notice of IEP meeting
5. Written Prior Notice form
6. Evaluation Report
7. Parental Permission to Waive Time Limits for IEP Team Meeting
8. Specific Learning Disability Eligibility Determination Document (or documentation outlining the mechanism of an SLD determination if a form is not used)
9. Annual Notification When Proposing Accessing Public and Private Insurance

4) Districts must complete the middle columns on the Monitoring Review of Special Education of Special Education Procedures form to complete a self-assessment of their special education procedure plans indicating which page of their plan each required area can be found on. This completed form will be submitted with your district and/or SAU procedures plan.

5) Districts that were monitored under the Special Education Compliance & Improvement Monitoring Process in the past 5 years will be contacted separately regarding what is needed from them since their special education procedures and select special education forms have already been reviewed and accepted under the Compliance & Improvement Monitoring Process during their given monitoring year.

Review Process and Corrections:

The Bureau will review submitted materials and have feedback for each district and/or SAU no later than August 12, 2021 with notification that either the special education procedures and forms are accepted as provided or that there are corrections needed. Notifications in either situation will be accompanied by the review forms that give any details if corrections are needed.

If corrections are needed, districts will be provided with a timeline of 90 days from NHDOE initial review to make any corrections and resubmit for subsequent review. Please note, any documentation needing correction past the 90 days may lead to further corrective action.

Districts will be notified with a letter when their special education procedures and forms have been accepted.

Future Review of Special Education Procedures and Forms:

For this review process, the Bureau is reviewing selected areas from the district procedures (see procedures review form for details). For future monitoring activities, any or all other areas of the district's special education procedures (as required by Ed 1126.02 and/or the IDEA) may be reviewed. With this in mind, while corrections will only be required in the reviewed areas for this process, the Bureau strongly recommends that districts take the opportunity to ensure that all special education procedures are updated.

If you have questions, about how to submit required documents please contact Amy Jenks at Amy.Jenks@doe.nh.gov.

If you have any other questions, please feel free to contact Elizabeth Graichen at Elizabeth.Graichen@doe.nh.gov or (603) 271-4982.