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Bureau of Special Education Support FY'22 Memo #25

Date: February 28, 2022

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: New Feature in NHSEIS (New Hampshire Special Education Information System)

The New Hampshire Department of Education (NHDOE), Bureau of Special Education Support (Bureau), has released a new feature in NHSEIS. To develop this change in NHSEIS, input was solicited from current users, the NHSEIS Stakeholder Group, and the Public Consulting Group, the vendor for NHSEIS.

An enhancement on the Contacts Page in NHSEIS has been added to now include the capability to print or export anyentered contact logs within a student's file.

**Contact Log Export**

Navigation: Student > **Contacts** | Eligibility Process | IEP Process | Services Plan Process | Documents | Student History

**Parent Contacts** eleven allie test

View:

Del	Contacting Person *	Person Contacted *	Contact Method *	Contact Date *	Contact Result *	Document *	
<input type="checkbox"/>	Kshitija Chutke	tester	Letter	06/11/2021	<input type="text" value=""/>	-none yet-	<a href="#">Details</a>
<input type="checkbox"/>	Robb Geier	tester	Letter	01/04/2022	Parent contacted - will attend meeting <input type="text" value=""/>	-none yet-	<a href="#">Details</a>

There are no Non Parent Contacts for this Student yet.

[Print Contact Logs](#)   [Export Contact Logs](#)

[Update the Database ?](#)  
[Add a Contact ?](#)  
[Add a non Parent Contact ?](#)

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Page Two

New buttons appear on the Parent Contacts page to *Print Contact Logs* to a PDF or *Export Contact Logs* to an Excel doc.

**NHTrain001  
01/05/2022**

**Parent Contacts**

Contacting Person	Person Contacted	Contact Method	Contact Date & Time	Contact Result	Notes
Kshitija Chutke	tester	Letter	06/11/2021 -		
Robb Geier	tester	Letter	01/04/2022 -	Parent contacted - will attend meeting	

There are no Non Parent Contacts for this Student yet.

1	2	3	4	5	6	7	8	9
Parent Contacts								
Contacting Person	Person Contacted	Contact Method	Contact Date	Start Time	End Time	Contact Result	Parent Initiated	Notes
Kshitija Chutke	tester	Letter	6/11/2021				No	
Robb Geier	tester	Letter	1/4/2022			Parent contacted - will attend meeting	No	
There are no Non Parent Contacts for this Student yet.								

This Excel doc downloads when the Export Contact Logs button is clicked.

For further information, please contact Brandy Pappas at Brandy.A.Pappas@doe.nh.gov or 603-271-2178