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Bureau of Special Education Support FY'22 Memo #28

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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: Guidance for the New Hampshire Special Education Information System (NHSEIS) Release Update Feature and NHSEIS Training Manuals

The New Hampshire Department of Education (NHDOE), Bureau of Special Education Support (Bureau) has developed updated NHSEIS Training Manuals. The Administrator manual is directed towards Special Education Administrators, Special Education Admin. Assistants and Others. The Teacher manual is directed towards Special Education Case Managers, Special Education Teachers, Related Service Providers, and Others. These manuals provide an overview of the NHSEIS System, offers guidance and support for data entry and reporting.

The NHSEIS Manual is update when necessary and available to all NHSEIS users on the NHDOE website: <https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-support/special-education/nhseis>, and as an uploaded document on the main menu of all SAU NHSEIS sites, as well as through participation in NHSEIS trainings.

The New Hampshire Special Education Information System (NHSEIS) released a new report during the last release. It can be located in Scheduled Reports under the SAU report tab. It is labeled Supplementary Services, Aids and Supports for Personnel. This report provides a list of student's within your district with services, aids, and supports, listed in their Individualized Education Plan (IEP).

For further information, please contact Brandy Pappas at 603 271-2178 or [Brandy.A.Pappas@doe.nh.gov](mailto:Brandy.A.Pappas@doe.nh.gov)

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