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Bureau of Special Education FY'23 Memo #2

Date: July 29, 2022

To: Superintendents of Schools
Administrators of Special Education

From: Office of the Commissioner of Education

Division of Educational Improvement
Bureau of Special Education Support

RE: New Features – New Hampshire Special Education Information System (NHSEIS)

In an effort to continually improve the New Hampshire Special Education Information System (NHSEIS) the Bureau of Special Education Support (Bureau) has added new features to NHSEIS. To keep the districts aware of these enhancements, the Bureau is attaching a document with details and screen shots. New features are released after input from a variety of groups: NHSEIS Stakeholder group, users in NHSEIS and others. NHSEIS user input and suggestions are often received during NHSEIS trainings provided by the Bureau of Special Education.

This software release, 14.20, will begin on Friday, July 29th includes:

- A second signature line for the LEA representative to approve the Assurance of Educational Placement.
- Removal of Private Day School as an option from the NHSEIS dropdowns for setting on the services page and the placement page.
- Adding a checkbox to the placement page after Separate School or Residential School is selected from the settings dropdown to confirm if the placement is for more than fifty percent of the day. There will be another communication with the details and fact sheet.
- NHSEIS will now implement an annual liquidation of student information on or around July 1st. This execution adheres to RSA 186-C:10-A Retention of Individual Education Programs
 - Upon a student's graduation from high school, his or her parents may request the local education agency in writing to have the student's records and final individualized education program destroyed at that time or request that the records be retained until the student's twenty-sixth birthday. The parents may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday. Absent any request by

a student's parents at the time of graduation, the local education agency shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.

- Districts will be notified of the SASID's for student information that is scheduled to be purged 14 days prior.
- Records will be purged after the students 33rd birthday.
- In the Extended School Year Section (ESY) we have added Supplemental Services, Aids, and Supports to the IEP process. It will mirror the service grid section in the Services, Aids, and Supports section of the IEP.

Please refer to attached screenshots for further clarification and explanation of all the added NHSEIS features that will be released.

If you would like further clarification or have questions, please contact Brandy Pappas at 603-271-2178 or Brandy.A.Pappas@doe.nh.gov Or Connie Comire at 603-271-4147 or Connie.J.Comire@doe.nh.gov