

**Frank Edelblut**  
Commissioner



**Christine M. Brennan**  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, NH 03301  
TEL. (603) 271-3495  
FAX (603) 271-1953

Bureau of Special Education Support FY'23 Memo #23

Date: January 30, 2023

To: Superintendents of Schools  
Directors of Special Education

From: Office of the Commissioner  
Division of Learner Support  
Bureau of Special Education Support

Re: Indicator 11 Review Procedures & Timeline - Clarification

The New Hampshire Department of Education (NHDOE), Bureau of Special Education Support (Bureau) is informing districts of the review process and timelines for Indicator 11-Timeliness of Initial Evaluations. The timeline to complete the process for initial evaluations is within 60 days. The process begins on the date the district receives written consent to conduct an initial evaluation, which is entered into the New Hampshire Special Education Information System (NHSEIS). The timeline ends on the date of the meeting to determine disability and eligibility for special education, also entered into NHSEIS. An opportunity is provided for districts to review and make any necessary corrections to their data prior to the Bureau's determination of compliance for Indicator 11.

**Review Procedures**

The timeframe for determining compliance is from August 15<sup>th</sup> - November 15<sup>th</sup>. In the event that the IEP team decides not to proceed with an initial evaluation at the referral meeting, student information does not get into NHSEIS. Keep in mind that the entire process must be completed once the district receives consent to conduct an evaluation, even if it is suspected that the child does not need special education services or if a parent decides to discontinue testing. In both situations, a meeting to determine disability and eligibility for special education must occur.

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 disability/eligibility for special education.

All of these dates must be entered into NHSEIS.

- New student enrollment exemption- when a child enrolls in a school of 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. Holidays, snow days, and unavailable personnel are not school district disasters.

## Review and Reporting Timeline

Appendices:

- New Student Enrollment Exception Form
- Parent Exception Form
- School District Disaster Exemption Form