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Bureau of Special Education Support FY'24 Memo #16

Date: October 26, 2023

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: October 1, 2023 Child Count & Environment District Data Review Window

The Bureau of Special Education Support (Bureau) is writing to remind districts that the data review window for child count and environment data in the New Hampshire Special Education Information System (NHSEIS), for the October 1<sup>st</sup> count begins Wednesday, November 1, 2023, and ends Wednesday, November 15, 2023.

Pursuant to Ed 1126.07(a)-(c) districts must enter information into NHSEIS within 20 days of any action required to be entered into NHSEIS in order to comply with federal reporting requirements under 34 CFR 300.640–34 CFR 300.641.

Child count and environment data can be pulled using the Child Count & Environment (Tables 1 & 3) Report in NHSEIS. Directions on how to run these reports can be found in the NHSEIS Administrators Manual on the Bureau webpage [here](#).

Districts should verify that Part 1 of the report shows an accurate list of students with disabilities receiving special education and related services through an IEP or ISP as of October 1, 2023. Part 2 of the report should show the same list of students with disabilities according to their educational environment.

**Districts are expected to review and correct their child count and environment data for October 1, 2023, in NHSEIS as soon as possible but no later than Wednesday, November 15, 2023.**

If you have any questions, please contact Hannah Krajcik at [Hannah.M.Krajcik@doe.nh.gov](mailto:Hannah.M.Krajcik@doe.nh.gov) or 603-271-3742.