

Staff Updates – Procedure for Nonpublic Schools

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Introduction

It is essential that the NHED have a current staff directory at all times. Changes in staff must be reported, in advance of the change, in order for us to maintain effective and consistent communication.

There are two databases that are maintained at the NHED. One is for the heads of schools only, listed on the NHED-wide distribution list for messages from the Commissioner, and the second is for the heads of schools and authorized representatives, listed on the Office of Nonpublic School distribution list for messages from the nonpublic school office.

Instructions

Please use the following instructions when reporting a change to either database:

1. Go to: <https://nhdoepm.atlassian.net/servicedesk/customer/portal/2/group/11>
2. Scroll all the way to the bottom.
3. Select the “Staff Update” icon.
4. Complete the section “Summary” (e.g. “Liberty High has a new Head of School” or “Liberty High has a new Administrative Assistant”)
5. Complete the section “Description” and make sure the following information is in this box:
 - a. School Name
 - b. Outgoing Staff: Name, Title, Email, Phone Number, End Date
 - c. Incoming Staff: Name, Title, Email, Phone Number, Start Date
6. Complete the last section, “Email confirmation to”, which is the person you’d like us to contact when the process is complete.

Authorized Representatives

Schools do not have to report an authorized representative on the nonpublic school office distribution list, which would include, for instance, an administrative assistant or vice principal. Reporting an additional person is optional, not required. Some schools have requested additional people be listed because it may help to ensure that the school gets messages if redundancies are in place. If you want to report only the head of school for both distributions lists, that is fine.

By “staff update” we mean only head of school and authorized representative (if there is an authorized representative – again that is your choice). So this doesn’t mean your entire staff and teachers.

Check Your School’s Information Filed with the NHED

The following webpage provides the DOE-wide distribution list for you to see what is currently on file: <https://my.doe.nh.gov/Profiles/PublicReports/PublicReports.aspx?ReportName=SchoolsNonPublic>. If you would like to know what is on the nonpublic school office distribution list, please call 603.491.8060 or send a request to nonpublicschools@doe.nh.gov, as this list is not available to the public.