

**New Hampshire Department of Education
Bureau of Student Support
Monitoring Review of Special Education Forms**

The Bureau of Student Support will look for evidence that Special Education Procedures are effectively being implemented through a review of the following district forms.

Please submit district forms to the Bureau of Student Support, no later June 30, 2021 to Amy.Jenks@doe.nh.gov

SAU/School District(s):		Date Received:	
		Date Reviewed:	

✓ or NC	Form Reviewed	Comments
	34 CFR 300.614; Record of Access Ed 1119.01(a); Confidentiality Requirements RECORD OF ACCESS <ul style="list-style-type: none"> Name, date access given and purpose Excludes parents and authorized employees of participating agency Outside contractors need to fill in information 	
	34 CFR 300.322; Parent Participation Ed 1103.02; Parent Participation NOTICE OF IEP TEAM MEETING <ul style="list-style-type: none"> Written notice no fewer than 10 days before an IEP Team meeting Purpose, time, location & identification of participants Must be able to show with 2 dates: date of notice and date of meeting <p>For guidance refer to FY'17 Memo #21 for Model Form which may be accessed here: https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-support/special-education/memorandums-general</p>	
	34 CFR 300.503; Prior Notice by the Public Agency; Content of Notice Ed 1120.03; Written Prior Notice WRITTEN PRIOR NOTICE Ed 1120.03(a) ...notified in writing within a reasonable time, but not less than 14 days, before the LEA proposes to initiate or change or refuses to initiate or change, the referral, evaluation, determination of eligibility, IEP, or educational placement of the child or the provision of FAPE to the child. <ul style="list-style-type: none"> Content of notice requirements-refer to FY'15 Memo #3 <p>For guidance refer to Written Prior Notice sample forms on Bureau of Student Support website: https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-support/special-education/written-prior-notice</p>	
	Ed 1107.05 (a), (b); Evaluation Report EVALUATION REPORT (a) ...written summary containing the results of the various diagnostic findings.... (b) The report shall include but not be limited to: <ol style="list-style-type: none"> (1) The results of each evaluation procedure, test, record, or report; (2) A written summary of the findings of the procedure, test, record, and/or report; and (3) Information regarding the parent's rights of appeal in accordance with Ed 1123 and a description of the parent's right to an independent evaluation in accordance with Ed 1107.03. 	

✓ or NC	Forms Reviewed	Comments
	<p>Ed 1103.02(d); Parent Participation</p> <p>PARENTAL PERMISSION TO WAIVE TIME LIMITS FOR IEP TEAM MEETING</p> <ul style="list-style-type: none"> • Written notice to the IEP Team meeting—parents may waive the 10 days with written consent. 	
	<p>34 CFR 300.311; Specific Documentation for the Eligibility Determination</p> <p>Ed 1107.02(a); Evaluation Requirements for Children with Specific Learning Disabilities</p> <p>SPECIFIC LEARNING DISABILITY ELIGIBILITY DETERMINATION DOCUMENTATION</p> <ul style="list-style-type: none"> • Practice, which may include use of a form, needs to reflect all components of current law to include, but not limited to : <ul style="list-style-type: none"> ➤ Indication for those who disagree to present their conclusions ➤ Not limiting • <u>Mechanism if form is not used is:</u> 	
	<p>34 CFR 300.154(d)(2)(v); Methods of Ensuring Services</p> <p>Ed 1120.08(a); Public and Private Insurance</p> <p>ANNUAL NOTIFICATION WHEN PROPOSING ACCESSING PUBLIC AND PRIVATE INSURANCE</p> <p>Ed 1120.08(a)(2) Shall provide annual notification pursuant to 34 CFR 300.154(d)(2)(v). The annual notification shall include a withdrawal of consent provision. The withdrawal of consent provision shall terminate the LEA's authority to access the child's state public benefits or insurance program. This withdrawal of consent provision shall be effective upon the LEA's receipt of the parent's signed withdrawal.</p> <p>For guidance refer to FY'15 Memo #2 for Model Form https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/2020-04/fy15_memo_2_guidance_written_notification_parental_rights_benefits_insurance.pdf</p>	