

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

For Guidance for the Development of a Special Education Procedures Plan go to the Special Education page on the New Hampshire Department of Education website, click on the subject "Memorandums, Numbered" to find Bureau of Special Education FY'21 Memo #29 for the memo and guidance plan [Memorandums by Number | Department of Education \(nh.gov\)](#).

Each district must have special education procedures and effective implementation of practices that are aligned and support the implementation of the Individuals with Disabilities Education Act (IDEA), and the New Hampshire Standards for the Education of Children with Disabilities (NH Standards). As part of the Monitoring Review, the Bureau will review the district's Special Education Procedures Plan for compliance.

To view the IDEA regulations, visit: <https://www.ecfr.gov/cgi-bin/text-idx?SID=0485ade83ea8a1a352e476b7097131d4&mc=true&node=pt34.2.300&rgn=div5>. To view the NH Standards, visit: [http://www.gencourt.state.nh.us/rules/state\\_agencies/ed1100.html](http://www.gencourt.state.nh.us/rules/state_agencies/ed1100.html).

Please review and revise as necessary your district's special education procedures plan using this form as a self-assessment tool to ensure compliance with IDEA and the NH Standards. Once you have finalized your special education procedures plan to align with IDEA and the NH Standards, please indicate in the Evidence Provided by District column on this form where each standard is addressed in your plan. Submit [Amy.Jenks@doe.nh.gov](mailto:Amy.Jenks@doe.nh.gov) by June 30, 2021, this completed form along with your final special education procedures plan.

Once submitted, any areas determined by the NHDOE as needing corrections will require correction and resubmission of the district's special education procedures plan for further review.

<b>SAU:</b>		<b>Date Received:</b>	
-------------	--	-----------------------	--

<b>School District(s):</b>		<b>Date Reviewed:</b>	
----------------------------	--	-----------------------	--

Ed 1101 NEW HAMPSHIRE RULES FOR THE EDUCATION OF CHILDREN WITH DISABILITIES	Evidence Provided by District Provide the page numbers in the plan where the evidence can be found.	Verified by NHDOE & Status (NHDOE use only)	
<b>Ed 1101.01</b> Procedures based on the current New Hampshire Standards for the Education of Children with Disabilities Effective March 24, 2017, Amended June 14, 2018, Amended August 9, 2018 <u>Found in 1<sup>st</sup> section, Special Education Procedures Plan.</u> District just needs to add their name to this.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Ed 1126.02 Criteria for Approval of Public and Non-Public Programs.</b>
(b) The department shall approve public and non-public programs for children with disabilities through a monitoring process, including but not limited to on-site visit(s) and examination of written documentation, by reviewing the following- (3) Policies and procedures, including: a. Procedures for handling confidential information; b. Due process guarantees; c. Least restrictive environment processes; d. Child find activities; e. Non-discriminatory testing practices; and f. IEPs

<b>SPECIAL EDUCATION PROCEDURE REVIEW</b>	<b>Evidence Provided by District</b> Provide the page numbers in the plan where the evidence can be found.	<b>Verified by NHDOE &amp; Status</b> (NHDOE use only)
---	---	---

<b>Ed 1126.02(b)(3)(d)</b> <b>Child Find Activities</b> <b>Found in: (found in 2<sup>nd</sup> section)</b>	<b>Evidence Provided by District</b> Provide the page numbers in the plan where the evidence can be found.	<b>Verified by NHDOE &amp; Status</b> (NHDOE use only)
<b>Ed 1105 Child Find</b> Ed 1105.01(b) Responsibilities of the Local Education Agency (all sections may be found in "Child Find Procedure" section (2 <sup>nd</sup> Section of the procedures plan) <input type="checkbox"/> Procedures for students age 2.5 but less than 21 years of age to find, identify and evaluate all students residing in the LEA <input type="checkbox"/> Procedures for students placed in non-public/non-profit private schools	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Ed 1105.02 LEA Child Find Program</b> (all sections may be found in "Child Find Procedure" section (2 <sup>nd</sup> section of the procedures plan) <input type="checkbox"/> Referral procedures <input type="checkbox"/> Includes a component for coordination with area agencies and family centered early supports and services <input type="checkbox"/> Includes a component for annually contact all community agencies and programs within its jurisdiction <input type="checkbox"/> Describe how they annually disseminate information describing child find program <input type="checkbox"/> Annually provide parent rights <input type="checkbox"/> A statement that they will ensure that all referrals from parents and others who suspect or know a child to be a child with a disability shall be referred to the IEP team <input type="checkbox"/> A statement that they will ensure that child find activities are completed within the applicable timelines	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Ed 1105.03 Child Find For Children Placed in Homes for Children, Health Care Facilities, or State Institutions</b> (all sections may be found in "Child Find Procedure" section (2 <sup>nd</sup> section of the procedures plan) <input type="checkbox"/> Procedure for corresponding with or contacting once a year agencies or groups within the area served by the LEA explaining referral process and request they refer to students with suspected educational disabilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Ed 1105.04 Child Find for Children Currently Receiving Family Centered Early Supports and Services.</b> (all sections may be found in "Child Find Procedure" section (2 <sup>nd</sup> section of the procedures plan) <input type="checkbox"/> Describe the transition process for children exiting Early Supports and Services <input type="checkbox"/> Refers to interagency agreement with local area agencies	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>SPECIAL EDUCATION PROCEDURE REVIEW</b>	<b>Evidence Provided by District</b> Provide the page numbers in the plan where the evidence can be found.	<b>Verified by NHDOE &amp; Status</b> (NHDOE use only)
---	---	---

<b>Ed 1126.02(b)(3)(a)</b> <b>Procedures for handling confidential information</b> <b>Found in:</b>	<b>Evidence Provided by District</b> Provide the district plan page numbers where the evidence can be found.	<b>Verified by NHDOE &amp; Status</b> (NHDOE use only)
<p><b>Ed 1119.01 Confidentiality Requirements</b> (may be found in "Confidentiality of Information" in district Procedures Plan) <b>Found in 3<sup>rd</sup> section of procedures plan</b></p> <p><input type="checkbox"/> Procedure for current list of names and positions of those employees within the school who may have access to personal identifiable information</p> <p><input type="checkbox"/> Parent rights to inspect and review special education records within 45 days of request</p> <p><input type="checkbox"/> Record of access to special education records</p> <p><input type="checkbox"/> List all types and locations of information or if upon parent request they will provide it</p> <p><input type="checkbox"/> Policy for fees for copying</p> <p><input type="checkbox"/> Procedures for amending records and resolving conflicts over records including the opportunity for a hearing</p> <p><input type="checkbox"/> Includes a component to comply with state adopted special education retention policy</p> <p><input type="checkbox"/> Procedures for destruction of special education records</p> <p><input type="checkbox"/> Includes a component to notify parents of the transfer of their child's rights at the age of majority</p> <p><input type="checkbox"/> Includes a statement to provide notice to both parent and student at the age of majority</p> <p><input type="checkbox"/> Includes a component to annually provide parents information about their rights under state and federal law</p> <p><input type="checkbox"/> Obtain parent consent before disclosing personally identifiable information other than officials of participating agencies</p> <p><input type="checkbox"/> Ensure all persons collecting or using personally identifiable information must receive training or instruction regarding the state's policies and procedures</p> <p>For guidance refer to FY'20 Memo #29 for Confidentiality Requirements <a href="#">fy20-memo-29-ed1119-01-readopted-ed1102-04-amended.pdf (nh.gov)</a></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Ed 1126.02(b)(3)(b)</b> <b>Due Process Guarantees</b> <b>Found in:</b>	<b>Evidence Provided by District</b> Provide the district plan page numbers where the evidence can be found.	<b>Verified by NHDOE &amp; Status</b> (NHDOE use only)
<p><b>Ed 1106 Referral and Disposition of Referral</b> Ed 1106.01Process; Provision of FAPE (may be found in "Child Find Procedure" (2<sup>nd</sup> section) and /or "Pupil Evaluation to Placement" (7<sup>th</sup> section) section(s) of procedures plan)</p> <p><input type="checkbox"/> Process for referral(including timelines)</p> <p><input type="checkbox"/> How parents are provided written notice of referral when received from themselves or others.</p> <p><input type="checkbox"/> Who referrals are provided to if student is not attending the traditional public school.</p> <p><input type="checkbox"/> How does the LEA provide parent's rights and responsibilities</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

SPECIAL EDUCATION PROCEDURE REVIEW	Evidence Provided by District Provide the page numbers in the plan where the evidence can be found.		Verified by NHDOE & Status (NHDOE use only)	
<b>Ed 1120 Procedural Safeguards</b> Ed 1120.05(c) Parent Refusal of Consent, Initiation of Due Process Hearing by LEA_ (may be found in "Child Find Procedure" (2 <sup>nd</sup> section) and /or "Pupil Evaluation to Placement" (7 <sup>th</sup> section)section(s) of procedures plan) <input type="checkbox"/> Indication of whether the district has created their own or used the NHDOE's		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Ed 1123 Administrative Due Process Hearing Procedure</b> Ed 1123.02(a) Sequence of an administrative due process hearing Ed 1123.03(a) Filing a Due Process Hearing Complaint (may be found in "Procedural Safeguards" section (6 <sup>th</sup> section)of procedures plan) <input type="checkbox"/> ONLY IF ON Ed 1120 THEY HAVE NOT USED THE NHDOE PROCEDURAL SAFEGUARDS: these need to be included in their Procedural Safeguards		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

  

Ed 1126.02(b)(3)(c) Least restrictive environment processes Found in:	Evidence Provided by District Provide the district plan page numbers where the evidence can be found.		Verified by NHDOE & Status (NHDOE use only)	
<b>Ed 1111 Placement of Children with Disabilities</b> Ed 1111.01 Placement in the Least Restrictive Environment (may be found in "Pupil Evaluation to Placement" section (7 <sup>th</sup> section) of procedures plan) <input type="checkbox"/> Procedures regarding placement in the least restrictive environment		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ed 1111.02 Continuum of Alternative Educational Environments (may be found in "Pupil Evaluation to Placement" section (7 <sup>th</sup> section) of procedures plan) <input type="checkbox"/> Continuum provided for both ages 3-5 and ages 6-21		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ed 1111.03 Placement Decisions (may be found in "Pupil Evaluation to Placement" section (7 <sup>th</sup> section) of procedures plan) <input type="checkbox"/> Procedure around Placement decisions		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

  

Ed 1126.02(b)(3)(e) Non-discriminatory testing practices Found in:	Evidence Provided by District Provide the district plan page numbers where the evidence can be found.		Verified by NHDOE & Status (NHDOE use only)	
<b>34 CFR 300.304 Evaluation Procedures</b> Ed 1107, 34 CFR 300.304 (c)(1)(i)&(ii) (may be found in "Pupil Evaluation to Placement" section (7 <sup>th</sup> section) of procedures plan) <input type="checkbox"/> Assessment and other evaluation materials are selected and administered so as not to be discriminatory on a racial or cultural basis <input type="checkbox"/> Assessment and other evaluation materials are provided and administered in child's native language or other mode of communication and in a form most likely to yield accurate information		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>SPECIAL EDUCATION PROCEDURE REVIEW</b>	<b>Evidence Provided by District</b> Provide the page numbers in the plan where the evidence can be found.		<b>Verified by NHDOE &amp; Status</b> (NHDOE use only)	
<b>Ed 1126.02(b)(3)(f) IEPs Found in:</b>	<b>Evidence Provided by District</b> Provide the district plan page numbers where the evidence can be found.		<b>Verified by NHDOE &amp; Status</b> (NHDOE use only)	
<b>Ed 1109.06(a) Monitoring and Annual Review of IEPs</b> (may be found in "Pupil Evaluation to Placement" section (7 <sup>th</sup> section) of procedures plan) <input type="checkbox"/> Procedure for monitoring and reviewing IEP's		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	