

New Hampshire Department of Education
Division of Education Analytics and Resources
Bureau of Educational Opportunities
Office of Nonpublic Schools
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End of Year Data Collections for Nonpublic Schools
A3N General Statistics of Nonpublic Schools and Nonpublic School Restraint & Seclusion Data Collection
School Year 2021-2022

Introduction

The following instructions will help nonpublic schools complete each of the **TWO** data collections, both of which are **due June 30** of this year. The collections will GO LIVE on June 1 and they are:

1. A3N General Statistics of Nonpublic Schools
2. Nonpublic School Restraint & Seclusion Data Collection

The submission of these forms is mandatory for all approved nonpublic schools pursuant to Ed 403.03, RSA 194:31, RSA 189:28, and RSA 126-U. If you are having trouble accessing the collection online, completing any portion of the collection, or have any questions, please contact Tim Carney *prior* to the June 30 deadline at Timothy.C.Carney@doe.nh.gov or (603) 271-2436.

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A3N GENERAL STATISTICS OF NONPUBLIC SCHOOLS

General Instructions

The A3N General Statistics of Nonpublic Schools must be completed through the Education Statistics System (ESS) in myNHDOE by June 30. The submission of this form is mandatory for all approved nonpublic schools.

If you are a school that operates year round, please record only the activity for the period of September 1 through June 30.

Definitions

Term	Category Description
Preschool	Total number of preschool students.
K	Total number of kindergarten students.
Readiness	Total number of readiness students.
1-8	Total number of students per grade level - do not include special education students in grade level totals.
Spe Ed Elem	Total number of special education elementary students.
Un Gr Elem	Total number of elementary students who do not fall into a grade level category.
9-12	Total number of students per grade level - do not include special education students in grade level totals.
Spe Ed Sec	Total number of special education secondary students.
Un Gr Sec	Total number of secondary students who do not fall into a grade level category.
PG	Total number of post grad students.
Total	The sum of all categories. This number is automatically generated based on the figures you used in each category and should match your records.

Student Registration Table

Total Number of Students Registered during the Year

Report by grade any student that enrolled in your school over the course of the school year, even if the student withdrew mid-year. If a student advances or is demoted a grade mid-year, please report that student under the grade completed at the end of the school year.

Student Progress Table

Total Number of Students Promoted at the End of the Year

Report by grade under “promoted” the students that completed all the requirements needed to advance to the next grade level in the upcoming school year. Report them under the grade they have completed, not the grade they will be advancing into. Report by grade under “not promoted” the students that failed to complete all the requirements needed to advance to the next grade level (even if they plan to attend summer classes). Do not report students who withdrew from your school before the end of the school year.

Total High School Graduates/Completers

Report by gender the number of students that were issued a standard diploma, a non-standard diploma, or a certificate of attendance. Please do not include postgraduates in this count.

Dropouts – Withdrawal code W20 - W29 only

Withdrawal codes for students who drop out of school from grades 9 through 12 only. Schools may wish to assign specific reasons to these codes for internal use. For state reporting purposes, all W20s should be collapsed into one category and reported in this box.

Worksheet for A3N General Statistics of Nonpublic Schools

STUDENT REGISTRATION TABLE

Total Number of Students Registered during the Year - This number should include any student that came to your school over the course of the school year, even if the student withdrew mid-year.

Grade	Male	Female
Preschools		
K		
Readiness		
1		
2		
3		
4		
5		
6		
7		
8		
Spe Ed Elem		
Un Gr Elem		
9		
10		
11		
12		
Spec Ed Sec		
Un Gr Sec		
PG		

STUDENT PROGRESS TABLE

Total Number of Students Promoted/Not Promoted at the end of the School Year - This number should include only the students who were in your school at the end of the year.

Grade	Promoted	Not Promoted
Preschools		
K		
Readiness		
1		
2		
3		
4		
5		
6		
7		
8		
Spe Ed Elem		
Un Gr Elem		
9		
10		
11		
12		
Spec Ed Sec		
Un Gr Sec		
PG		

Total High School Graduates/Completers:
Only):

Male	Female
<input type="text"/>	<input type="text"/>

Dropouts (Withdrawal codes W20-29

Secondary (9-12)

How to Enter the Data Online – Text Only

Introduction

- If you have a myNHDOE account, please proceed to Step 1.
- If you do not have a myNHDOE account, please follow the instructions under [How to Create a myNHDOE Account](#) located at the end of this guide.
- If you have a myNHDOE account, but do not see the Education Statistics System option upon signing in, please contact Timothy.C.Carney@doe.nh.gov or (603) 271-2436.
- Be prepared to complete the collection in one sitting.

Steps

1. Sign into your myNHDOE account: <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>.
2. Select Education Statistics System (ESS). If you do not see this, please contact me.
3. Make sure the school year in the drop down menu says **2021-2022**.
4. Scroll down to find the A3N General Statistics of Nonpublic Schools. Click the **Blue Arrow** to start.
5. Enter your contact information.
6. On the next page, click on **Start**.
7. Enter the data for your school. If there are cells that do not apply, enter 0's.
8. At the bottom of the screen, click on **Save**.
9. You should see the following at the bottom: **Saved Successfully**.
10. Scroll to the top and click on **Return to Form Home**.
11. Select **View Audit**.
12. Review your data and make sure it is correct.
13. Click on **Certify**, located at the bottom.
14. You should see the following at the bottom: This form has already been certified by: **Your Name, Date, Time**. **Print** this page.
15. Scroll to the top and click on **Return to Form Home**.
16. At the top of the page, you should see **Yes** under Certified. **Print** this page.
17. You are done with one of the two collections. If you need to fill out the same collection for another school, click on **New Form**. To complete the **second** of two collections, the Nonpublic School Restraint and Seclusion Data Collection, click on **Survey Home**.

How to Enter the Data Online – Text & Graphics

1. Sign into your myNHDOE Account: <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>. If you are having issues getting into or creating a myNHDOE account, please contact Timothy.C.Carney@doe.nh.gov or 603-271-2436.

2. Under the System/Role Listing, select **Education Statistics System (ESS)**. If you do not see ESS at this system listing screen, please contact Timothy.C.Carney@doe.nh.gov or 603-271-2436.

3. Make sure the school year in the drop down menu says 2021-2022.

4. Scroll down towards the bottom of the page to find the collection. Then click the **BLUE ARROW**.

5. The next two screens will ask for your contact information if the collection has not yet been started by your school.

NHDOE Survey ->

1) Please select entities from **each** list below.

Select an SAU:

Select a District:


Select a School:

You are missing required data in your contact information. Please enter that data and proceed.

***First Name:**

***Last Name:**

6. The next screen shows the steps to complete the collection. Click on **Start**.

Steps required to complete the form		
1	Click " Instructions/FAQ " to get instructions on how to complete the form.	Instructions/FAQ
2	This survey has 1 section(s).	Start 
3	Select an audit report to view. This will display a printer-friendly version of the completed form for your records.	View Audit
4	This survey should now be complete. Click 'New Form' to select another school to work on.	New Form
5	Go back to Survey List	Survey Home


7. Enter the data for your school, and be prepared to do this is one sitting. **IMPORTANT:** You must enter a value in every cell, even if that value is 0. You will not be able to save your work until every field is populated. You have 30 minutes to complete this section. Take a screenshot of your data before moving onto the next step, as back up.

The data collection will timeout in: **29 Minutes, 53 Seconds**

STUDENT REGISTRATION TABLE

Total Number of Students Registered during the Year - This number should include any student that came to your school over the course of the school year, even if the student withdrew mid-year.

Grade	Male	Female	Grand Total
Preschools	<input type="text"/>	<input type="text"/>	0
K	<input type="text"/>	<input type="text"/>	0



- Once you reach the bottom of the survey, click on **Save**. **REMEMBER:** You will not be able to Save until every field is populated.

The screenshot shows a survey form with the following data:

Total	114	94	Grand Total: 208
Total High School Graduates/Completers:		Dropouts(Withdrawal codes W20-29 Only):	
Male	Female	Secondary (9-12)	
150	180	25	

A red arrow points to the **Save** button at the bottom left of the form.

- If you were successful in saving your data, you will notice the words **Saved Successfully** in green at the bottom of the next screen

The screenshot shows the same survey form as above, but with a green confirmation message: **Survey Saved Successfully!**. A red arrow points to this message. The **Save** button is still visible below the message.

- Scroll to the top of the page, and click on **Return To Form Home**, located in the top right hand corner.

The screenshot shows the top of the page with a dropdown menu set to "Year: 2019-2020". Below it is the title "A3N - General Statistics of Nonpublic Schools". In the top right corner, there are two buttons: **Return To Form Home** and **Last Year's Survey**. A red arrow points to the **Return To Form Home** button.

- Select **View Audit**.

The screenshot shows a table titled "Steps required to complete the form" with three rows. Each row has a description and a corresponding button:

Steps required to complete the form		
1	Click " Instructions/FAQ " to get instructions on how to complete the form.	Instructions/FAQ
2	This survey has 1 section(s).	Start
3	Select an audit report to view. This will display a printer-friendly version of the completed form for your records.	View Audit

A red arrow points to the **View Audit** button in the third row.

12. Review your data carefully to make sure it is accurate.

STUDENT REGISTRATION TABLE

Total Number of Students Registered during the Year - This number should include any student that came to your school over the course of the school year, even if the student withdrew mid-year.

Grade	Male	Female	Total
Preschool	3	4	7
K	5	6	11
Readiness	7	8	15
1	9	8	17

13. If the data is accurate, then click on **Certify**, located at the bottom left hand corner of the screen.

Total High School Graduates/Completers: **Dropouts**(Withdrawal codes W20-29 Only):

Male	Female	Secondary (9-12)
150	180	25

[Certify](#)

14. Next, you should notice the following at the bottom of the screen: This form has already been certified by: **Your Name, Date, Time**. **Print** this page.

Total High School Graduates/Completers: **Dropouts**(Withdrawal codes W20-29 Only):

Male	Female	Secondary (9-12)
150	180	25

[Certify](#)

This form has already been certified by: **Shireen Meskoob 6/9/2020 10:39:36 AM**

15. Scroll to the top of the page, and click on **Return To Form Home**, located in the top right hand corner.

Year: 2019-2020

A3N - General Statistics of Nonpublic Schools

[Return To Form Home](#)

[Last Year's Survey](#)

16. In the banner at the top of the page, you should see, **Yes** under **Certified** and the Certify Date, Time. **Print** this page.

Certified	Certified By	Certify Date/Time	Last Revision Date
Yes	smeskoob	6/9/2020 10:39:36 AM	6/2/2020 4:16:22 PM

School Contact Info: [Change Contact Info](#)

Shireen Meskoob, 603-271-2831, shireen.meskoob@doe.nh.gov

17. Congratulations! You are done with the A3N General Statistics of Nonpublic Schools. Click on **New Form** to select another school to work on of the same collection. **Or** click on **Survey Home** to access the list to select the **second** collection (Nonpublic Restraint and Seclusion Data Collection).

Steps required to complete the form		
1	Click " Instructions/FAQ " to get instructions on how to complete the form.	Instructions/FAQ
2	This survey has 1 section(s).	Start
3	Select an audit report to view. This will display a printer-friendly version of the completed form for your records.	View Audit
4	This survey should now be complete. Click 'New Form' to select another school to work on.	New Form
5	Go back to Survey List	Survey Home

NONPUBLIC SCHOOL RESTRAINT AND SECLUSION DATA COLLECTION

General Instructions

The Nonpublic School Restraint and Seclusion Data Collection must be completed through the Education Statistics System (ESS) in myNHDOE by June 30. The submission of this form is mandatory for all approved nonpublic schools. If your school does not use restraint and seclusion, it still needs to complete the collection – enter a 0 in every cell and proceed to certify.

If you are a school that operates year round, please record only the activity for the period of September 1 through June 30.

Definitions

Investigation

Example include protocols set forth by the school, the Department of Education, the Department of Health and Human Services, the Attorney General, or any combination thereof, as outlined in RSA 126-U:7-10. Therefore, the term “investigation” may be the school’s internal policy and procedure that follows an occurrence of restraint/seclusion as outlined in RSA 126-U:7. An investigation is not inherently one that is conducted by an outside agency.

The number of active plus closed restraint investigations (questions 1.1.1 and 1.1.2) **must equal** the total number of restraint reports (question 1.1).

The number of active plus closed seclusion investigations (questions 1.4.1 and 1.4.2) **must equal** the total number of seclusion reports (question 1.4).

$$\text{No. of active investigations} + \text{No. of closed investigations} = \text{No. of total reports}$$

For more information, please refer to [RSA 126-U](#).

Restraint

Bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication. It is limited to actions taken by persons who are school or facility staff members, contractors, or otherwise under the control or direction of a school or facility.

Medication restraint

Occurs when a child is given medication involuntarily for the purpose of immediate control of the child's behavior.

Mechanical restraint

Occurs when a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.

Physical restraint

Occurs when a manual method is used to restrict child’s freedom of movement or normal access to his or her body.

Restraint shall not include:

- (a) Brief touching or holding to calm, comfort, encourage, or guide a child, so long as limitation of freedom of movement of the child does not occur.
- (b) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
- (c) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.
- (d) The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle.
- (e) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

Seclusion

The involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, a lock, or other mechanical device or barrier. The term shall not include the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave. Seclusion does not include circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place. A circumstance may be considered seclusion even if a window or other device for visual observation is present, if the other elements of this definition are satisfied.

Serious injury

Any harm to the body which requires hospitalization or results in the fracture of any bone, non-superficial lacerations, injury to any internal organ, second- or third-degree burns, or any severe, permanent, or protracted loss of or impairment to the health or function of any part of the body.

Worksheet for Nonpublic School Restraint & Seclusion Data Collection

Restraining Students 1.1 Number of restraint reports generated this school year

Of the restraint reports in the previous question, how many were investigated and are:

 1.1.1 Active/On-going investigations 1.1.2 Closed 1.1.3 **NEW!** occurred at a location other than the school building and/or campus. 1.2 Number of restraints resulting in bodily injury of students this school year 1.3 Number of restraints resulting in "serious injury or death" of students as defined by RSA 126-U:1,VI**Seclusion of Students** 1.4 Number of seclusion reports generated this school year

Of the seclusion reports in the previous question, how many were investigated and are:

 1.4.1 Active/On-going investigations 1.4.2 Closed 1.4.3 **NEW!** occurred at a location other than the school building and/or campus.

How to Enter the Data Online –Text Only

Introduction

- If you have a myNHDOE account, please proceed to Step 1.
- If you do not have a myNHDOE account, please follow the instructions under [How to Create a myNHDOE Account](#) located at the end of this guide.
- If you have a myNHDOE account, but do not see the Education Statistics System option upon signing in, please contact Timothy.C.Carney@doe.nh.gov or 603-271-2436.
- Be prepared to complete the collection in one sitting.
- If your school does not exercise restraint and seclusion, enter a 0 in every cell and proceed to certify.

Steps

1. Sign into your myNHDOE account: <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>.
2. Select Education Statistics System (ESS). If you do not see this, please contact me.
3. Make sure the school year in the drop down menu says **2021-2022**.
4. Scroll down to find the A3N General Statistics of Nonpublic Schools. Click the **Blue Arrow** to start.
5. Enter your contact information.
6. On the next page, click on **Start**.
7. Enter the data for your school. If there are cells that do not apply, enter 0's.
8. At the bottom of the screen, click on **Save**.
9. You should see the following at the bottom: **Saved Successfully**.
10. Scroll to the top and click on **Return to Form Home**.
11. Select **View Audit**.
12. Review your data and make sure it is correct.
13. Click on **Certify**, located at the bottom.
14. You should see the following at the bottom: This form has already been certified by: **Your Name, Date, Time**. **Print** this page.
15. Scroll to the top and click on **Return to Form Home**.
16. At the top of the page, you should see **Yes** under Certified. **Print** this page.
17. You are done with one of the two collections. If you need to fill out the same collection for another school, click on **New Form**. To complete the **second** of two collections, the A3N General Statistics of Nonpublic Schools, click on **Survey Home**.

How to Enter the Data Online – Text & Graphics

1. Sign into your myNHDOE Account: <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>. If you are having issues getting into or creating a myNHDOE account, please contact Timothy.C.Carney@doe.nh.gov or 603-271-2436.

2. Under the System/Role Listing, select **Education Statistics System (ESS)**. If you do not see ESS at this system listing screen, please contact Timothy.C.Carney@doe.nh.gov or 603-271-2436.

3. Make sure the school year in the drop down menu says 2021-2022.

4. Scroll down towards the bottom of the page to find the collection. Then click the **BLUE ARROW**.

- 5. The next two screens will ask for your contact information if the collection has not yet been started by your school.

NHDOE Survey ->

1) Please select entities from **each** list below.

Select an SAU:
<ALL SAU's>

Select a District:
Select a District...


Select a School:
Select a School...

You are missing required data in your contact information. Please enter that data and proceed.

*First Name:

*Last Name:

- 6. The next screen shows the steps to complete the collection. Click on **Start**.

Steps required to complete the form		
1	Click " Instructions/FAQ " to get instructions on how to complete the form.	<input type="button" value="Instructions/FAQ"/>
2	This survey has 1 section(s).	<input type="button" value="Start"/> 
3	Select an audit report to view. This will display a printer-friendly version of the completed form for your records.	<input type="button" value="View Audit"/>
4	This survey should now be complete. Click 'New Form' to select another school to work on.	<input type="button" value="New Form"/>
5	Go back to Survey List	<input type="button" value="Survey Home"/>

- 7. Enter the data for your school, and be prepared to do this is one sitting. **IMPORTANT:** You must enter a value in every cell, even if that value is 0. You will not be able to save your work until every field is populated. You have 30 minutes to complete this section. Take a screenshot of your data before moving onto the next step, as back up.


Restraining Students

1.1 Number of restraint reports generated this school year

Of the restraint reports in the previous question, how many were investigated and:

1.1.1 are Active/On-going investigations

1.1.2 and Closed



8. Once you reach the bottom of the survey, click on **Save**. Remember, you will not be able to Save until every field is populated.

1.4.2 Closed

1.4.3 **NEW!** occurred at a location other than the school building and/or campus.

Please contact Greg Polish by e-mail, Gregory.Polish@doe.nh.gov , or phone, 603-271-5198 , with questions.

[Save](#)

9. If you were successful in saving your data, you will notice the words **Saved Successfully** in green lettering at the bottom of the next screen.

1.4.3 **NEW!** occurred at a location other than the school building and/or campus.

Please contact Greg Polish by e-mail, Gregory.Polish@doe.nh.gov , or phone, 603-271-5198 , with questions.

Your data has been saved successfully.

[Save](#)

10. Scroll to the top of the page, and click on **Return To Form Home**, located in the top right hand corner.

[Return To Form Home](#)

Nonpublic Restraint and Seclusion Data Collection

SAU Number - 53, District Number - 9,
School: Pine Haven Boys Center
School Year: 2020

11. Select **View Audit**.

Steps required to complete the form		
1	Click " Instructions/FAQ " to get instructions on how to complete the form.	Instructions/FAQ
2	This survey has 1 section(s).	Start
3	Select an audit report to view. This will display a printer-friendly version of the completed form for your records.	View Audit

12. Review your data carefully to make sure it is accurate.

Restraining Students

1.1 Number of restraint reports generated this school year

Of the restraint reports in the previous question, how many were investigated and:

1.1.1 are Active/On-going investigations

1.1.2 and Closed

1.1.3 **NEW!** occurred at a location other than the school building and/or campus.

13. If the data is accurate, then click on **Certify**, located at the bottom left hand corner of the screen.

1.1.2 Closed

1.1.3 **NEW!** occurred at a location other than the school building and/or campus.

Please contact Greg Polish by e-mail, Gregory.Polish@doe.nh.gov , or phone, 603-271-5198 , with questions.

[Certify](#)

14. Next, you should notice the following at the bottom of the screen: This form has already been certified by: **Your Name, Date, Time**. **Print** this page.

1.1.3 **NEW!** occurred at a location other than the school building and/or campus.

Please contact Greg Polish by e-mail, Gregory.Polish@doe.nh.gov , or phone, 603-271-5198 , with questions.

Form Certified successfully!

This form has already been certified by: **Shireen Meskoob 6/9/2020 3:57:45 PM**

15. Scroll to the top of the page, and click on **Return To Form Home**, located in the top right hand corner.

[Return To Form Home](#)

Nonpublic Restraint and Seclusion Data Collection

SAU Number - 53, District Number - 9,
School: Pine Haven Boys Center
School Year: 2020

16. In the banner at the top of the page, you should see, **Yes** under **Certified** and the Certify Date, Time. **Print** this page.

The screenshot shows a table with the following data:

Certified	Certified By	Certify Date/Time	Last Revision Date
Yes	smeskoob	6/9/2020 10:39:36 AM	6/2/2020 4:16:22 PM

Below the table is a section for "School Contact Info" with a "Change Contact Info" button. The contact information listed is: Shireen Meskoob, 603-271-2831, shireen.meskoob@doe.nh.gov.

17. Congratulations! You are done with the Nonpublic School Restraint and Seclusion Data Collection. Click on **New Form** to select another school to work on of the same collection. **Or** click on **Survey Home** to access the list to select the **second** collection (A3N General Statistics of Nonpublic Schools).

The screenshot shows a table titled "Steps required to complete the form" with the following steps and buttons:

Step	Description	Action Button
1	Click " Instructions/FAQ " to get instructions on how to complete the form.	Instructions/FAQ
2	This survey has 1 section(s).	Start
3	Select an audit report to view. This will display a printer-friendly version of the completed form for your records.	View Audit
4	This survey should now be complete. Click 'New Form' to select another school to work on.	New Form
5	Go back to Survey List	Survey Home

HOW TO CREATE A myNHDOE ACCOUNT

1. Navigate to the following link: <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>. Click on **New user? Create an Account** on the right hand side of the screen.

2. Provide your information in each cell. Then click on Next at the bottom right corner.

- You will be prompted to create username and provide additional information. Then, click on Next.

NH DOE Home I4SEE Contacts Helpdesk Additional Resources

Create User Account Wizard

Step 3 of 4

You are completing the Create User Name Wizard.

Please enter and confirm the Username and Password, Town of Birth, Secret Question and Answer.

- A check will be performed to confirm the user name is unique. Enter your town of birth.
- The secret question will be used during password resets, user verification, etc.

Username

Your User Name must be between 6 and 20 characters long.

User Name:

Confirm User Name:

User Name Suggestion: smeskoob1

Password

- Once your account is setup you will need to contact Timothy.C.Carney@doe.nh.gov or 603-271- to have the Education Statistics System (ESS) added to your account.
- After the ESS is added to your account, follow steps 1-17 to complete both data collections, each of which can be found in the [Table of Contents](#).

Contact Information

If you have a questions, please reach out to:

Timothy Carney
Administrator of Educational Pathways
Timothy.C.Carney@doe.nh.gov
603-271-2436