New Hampshire
Department of Education

**New Hampshire Department of Education
Bureau of Special Education Support**

**New Hampshire Special Education Information System
(NHSEIS)
Training Manual**

NHSEIS

For Special Education Administrators, Special Education
Administrative Assistant, & Others

August 2022

Table of Contents

For further questions, please contact:
Brandy Pappas, BA, MA. Ed
Educational Consultant I
NHSEIS Coordinator
Department of Education
Bureau of Special Education Support
101 Pleasant Street
Concord, New Hampshire 03301
(P) 603 271-2178
(F) 603 271-1099
Brandy.A.Pappas@doe.nh.gov

NH Department of Education Website
https://www.education.nh.gov/

Access to Special Education Section

Access MyNHDOE

New Hampshire
Department of Education

Home | Contact Us | Email Distribution List | Education Pathways | Parents and Students | Educators | Partners | Who We Are | Careers

Home > Who We Are > Division of Learner Support > Bureau of Special Education Support

Bureau of Special Education Support

The Bureau of Special Education Support is charged with providing oversight and implementation of federal and state laws that ensure a free appropriate public education for all children and youth with disabilities in New Hampshire. Given this charge, the Mission of the Special Education is to improve educational outcomes for children and youth with disabilities by providing and promoting leadership, technical assistance and collaboration statewide.

The Bureau carries out its mission by

- Guiding the continuous improvement and monitoring of special education and related services;
- Supporting effective strategies and specialized support(s) for preschool age children with disabilities to participate and progress in appropriate preschool activities;
- Supporting effective instruction, specialized services, and supports for students with disabilities to participate and progress in the general curriculum;
- Creating partnerships with agencies, organizations, and individuals providing services and supports for students with disabilities;
- Providing and supporting high quality professional development opportunities for teachers, specialists, parents, and other interested parties;
- Supporting Institutions of Higher Education in the professional development and preparation of qualified teachers and specialists to assure appropriate support for students with disabilities;
- Improving and utilizing effective data collection systems that support the provision of quality educational services;
- Disseminating information on special education rules, regulations, professional development activities, and promising practices

Special Education

Special Education is charged with providing oversight and implementation of federal and state laws that ensure a free appropriate public education for all children and youth with disabilities in New Hampshire. Given this charge, the Mission of the Special Education is to improve educational outcomes for children and youth with disabilities by providing and promoting leadership, technical assistance and collaboration statewide.

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- Improving and utilizing effective data collection systems that support the provision of quality educational services;
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Please select a link for more information on the topic:

- **Accessibility**
- **Approved Private Special Education Programs**
- **Complaints**
- **Compliance and Improvement Monitoring**
- **Data**
- **Forms and Resources**
- **Fiscal/Financial, Grants and Contracts**

The Department of Education, Bureau of Special Education page is a wealth of important information. By selecting the blue links you can quickly access information. Some examples are:

- Laws/Rules/Policies:
  - NH Standards for the Education of Children with Disabilities
  - The Guide to the NH Standards for the Education of Children with Disabilities
- Memorandums
- Compliance and Improvement Monitoring
- Fiscal/Financial, Grants and Contracts
- Bureau of Student Support
  - Bureau Staff

NHSEIS

Adding User
NEW HAMPSHIRE SPECIAL EDUCATION INFORMATION SYSTEM (NHSEIS)

External Single Sign On User Account - myNHDOE

Districts determine the NHSEIS User Type assigned to each user. This User Type determines the user's authority in the NHSEIS system. The User Type (role) is also on the NHSEIS link in myNHDOE.

The following User Types must access NHSEIS through myNHDOE: Case Manager, District Administrator, District IT Administrator, SAU District Administrator, SAU System Administrator, SAU System Staff, and School Administrator. The IEP Team Member User Type can have access added through myNHDOE or direct local access using the district NHSEIS web address.

New staff should create their myNHDOE account.

To add user NHSEIS access through **myNHDOE**, login to myNHDOE or have new user create an account. https://my.doe.nh.gov/myNHDOE/Login/Login.aspx

Once the user account is created in myNHDOE, the district authorized staff can add the NHSEIS system and role link. (role=NHSEIS user type) **The authorized staff must have myNHDOE Security authority.** This person is often the district i4see coordinator or authorized Special Education staff. This person must also be authorized to add NHSEIS in the myNHDOE system.

Instructions: Authorized person logs into myNHDOE. Clicks "Security" then "Users", enter users name or user name, then click "search users". On the correct user account click "Manage".
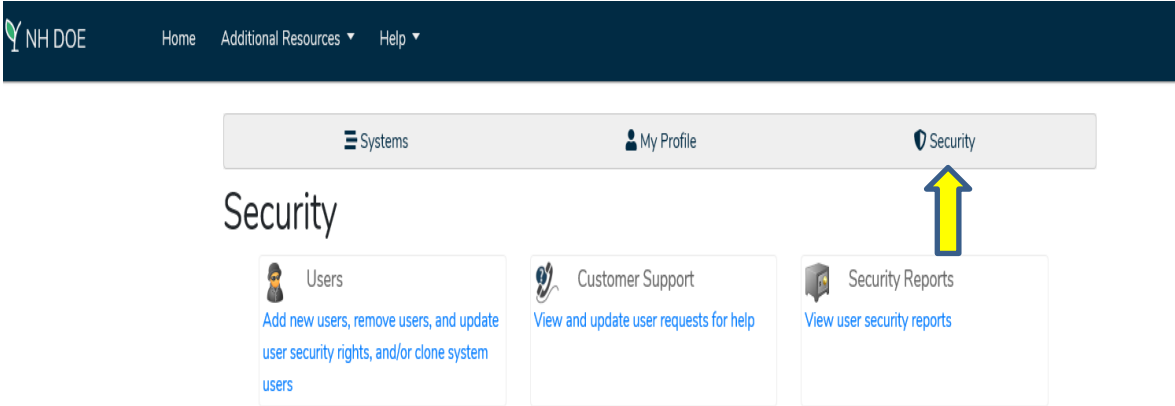
Step 1: Authorized person logs into myNHDOE.

Step 2: Click the "Security" button.

Step 3: Click the "Users" button.

Step 4: Enter user name(s) and click the "Search Users" button.

NHSEIS

Users

Show 50 ⇕ users per page   Page: 1 ⇕

Manage	Edit	User Name	Last Name	First Name	MI	Educator ID	Status	Last Login	Disable
Manage	Edit	thershhh	Hersh	Terry			Active	7/19/2019	☐

🌱 NH DOE   Home   Additional Resources ▾   Help ▾

≡ Systems   👤 My Profile   🛡 Security

Profile - Terry Hersh   (Edit Profile)   ⬅ Back to Users

🌱 NH DOE   Home   Additional Resources ▾   Help ▾

name?

Alternate Email: **Logins:**   1932   **Updated:**   Terry Hersh - 7/19/2019

| User Roles | Transactions | Systems Accessed | Password History |

Add User System Role   Copy User Roles From Another User   Disable All User System Roles

Edit	ID	System	Role	SAU	District	School	Institution	Active	Delete
Edit	191211	myNHDOE	DOE Security Administrator Assign Systems					True	Delete
Edit	266064	i4see	DOE Security Administrator					True	Delete
Edit	298396	NH Special Ed Information System	SAU System Administrator - Training				NH LEA Training	True	Delete

Step 7: Select the System: NH Special Ed Information System

Step 8: Select the Role: The role refers to the NHSEIS user type.

Roles: Case Manager, District Administrator, District IT Administrator, SAU Authorized Official, SAU District Administrator, SAU System Administrator, School Administrator or IEP Team Member.
Districts are authorized for only their own SAU or District.

Home   Additional Resources ▼   Help ▼

Logout
Terry Hers

☰ Systems   👤 My Profile   🛡 Security

Add New System Role User
Step 1 of 1

You are adding a new system role user to myNHDOE.

Please fill in the system role user information below and press the Submit button.

Username: thershhh-Terry Hersh (41497)

System: Role:

NH Special Ed Information System   ▼   Case Manager   ▼

SAU:

Concord SAU Office   ▼

Press the Submit button to SAVE the new system role user

Cancel ❌   Submit 💾

☘ NH DOE   Home   Additional Resources ▼   Help ▼

The screen shot shows a user with access to the MYDOE system with the authority to Assign Systems. Access to i4see system and access to the NHSEIS system for the NH LEA Training site. The account is Active = True, Inactive=False.

The user does not have access to NHSEIS in Bow because the system is not active, i.e. False.

name?

| Alternate Email: | Logins: | 1932 | Updated: | Terry Hersh - 7/19/2019 |

User Roles   Transactions   Systems Accessed   Password History

Add User System Role   Copy User Roles From Another User   Disable All User System Roles

Edit	ID	System	Role	SAU	District	School	Institution	Active	Delete
Edit	191211	myNHDOE	DOE Security Administrator Assign Systems					True	Delete
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Edit	298396	NH Special Ed Information System	SAU System Administrator - Training				NH LEA Training	True	Delete
Edit	218629	NH Special Ed Information System	Case Manager	Bow SAU Office				False	Delete

NH DOE   Home   Additional Resources ▾   Help ▾

| Alternate Email: | | Logins: | 1932 | Updated: | Terry Hersh - 7/19/2019 |

User Roles | Transactions | Systems Accessed | Password History

Add User System Role   Copy User Roles From Another User   Disable All User System Roles

Edit	ID	System	Role	SAU	District	School	Institution	Active	Delete
Edit	191211	myNHDOE	DOE Security Administrator Assign Systems					True	Delete
Edit	266064	i4see	DOE Security Administrator					True	Delete
Edit	298396	NH Special Ed Information System	SAU System Administrator - Training				NH LEA Training	True	Delete
Edit	218629	NH Special Ed Information System	Case Manager	Bow SAU Office				False	Delete

For users not entered in NHSEIS: Once user logs into MYDOE and clicks the NHSEIS link, their user profile will automatically load into NHSEIS.

If the user has a profile in your SAU NHSEIS, district staff will need to enter the 6 digit user code in the users NHSEIS profile. The screen shot shows the user code for the NHSEIS SAU System Administrator **298396** for the NH LEA Training site.

If user already has an account in NHSEIS enter the 6 digit code in Users NHSEIS account.

NHSEIS by PCG Education   Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | ▸Students | Wizards | Smart Logbook | Schools | School System Info | Users | Super User | ▸My Profile | 📅 | Send Us A Message | PCG

Edit User Information   **Terry Hersh**
                                                                             📭 New Mail!

	First	Middle	Last	Suffix	
Name:	Terry		Hersh		✳

User Name: aaa ✳

User Code: 218634 ✳ ⬅ Location of 6 digit code

Date of Birth: [ ] 📅   Gender: [▾]

School System/Agency: -this school system- [▾] ?

Account Type: External Single Sign-On Account [▾]

User logs into MYDOE and chooses the system to access, such as the NH Special Ed Information System Case Manager – Conway SAU Office

Some users can have access to multiple NHSEIS sites.

User selects NH Special Ed Information System

To add user in NHSEIS, account type: Local, login to NHSEIS using the web address for your district. https://nhses.ed.state.nh.us/nhSAUNAME/

Example of Concord NHSEIS web address: https://nhses.ed.state.nh.us/nhConcord/

NHSEIS by PCG Education

Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | ▶Students | Recent Students | Wizards | Smart Logbook | Schools | School System Info | Users | ▶My Profile | 📅 | Send Us A Message | PCG

Message of the Day

Edit Message
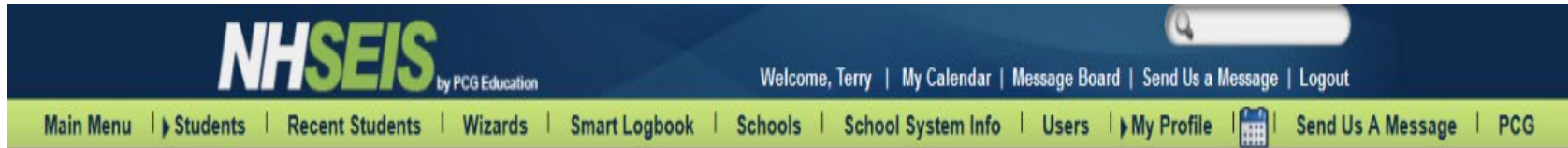
Criteria for Selecting Users to View 📧 New Mail!

| School: | All Schools ▾ * |

Check All   Check None

☐ SSO Default (No Access)   ☐ State General User
☐ School Administrator   ☐ SAU System Administrator
☐ Provider   ☐ SAU System Staff
User Type(s): *   ☐ Case Manager   ☐ Transfer
(check none to match all)   ☐ District IT Administrator ☐ General Ed Teacher
☐ IEP Team Member   ☐ SAU District Administrator
☐ State Compliance Monitor   ☐ ESS Transfer
☐ Program Approval Manager   ☐ NHSEIS Trainer
☐ District Administrator

User Last Name:	[ ] ☐ Exact Match ?
User First Name:	[ ] ☐ Exact Match ?
Title:	[ ] ☐ Exact Match ?
User ID:	[ ] ☐ Exact Match ?

| Sort List By: | User's Last Name ▾ * |

View User(s)

View Previous Search Results

Add New User ?

Select Users on the main menu bar

Click "Add New User"

14 | P a g e

Add New User 📧 New Mail!

Name:	First	Middle	Last	Suffix	
	John		Fake		✱

User Code: JF ✱

School System/Agency: -this school system- ❓

Account Type: Local Account

Password: [   ] ❓ (See How to choose a good password)

Password (again): [   ] ❓

Title: Speech Pathologist ❓

Address: [   ] ❓

City, State, Zip Code: [   ] ❓ [   ] ❓ [   ] ❓

Home Phone: [   ] ❓

Work Phone: 225-5555 ❓

E-Mail Address: [   ] ❓

User Type: Provider ✱

Note: Associations with Schools -- User Types can be set up with automatic School associations.

To select the appropriate School associations for a new user:

- If you select a User Type in the dropdown list above with no symbol after it, the system will associate the user with each School you choose below.
- If you select a User Type that is followed by an asterisk (*) (All Schools), the new user is automatically associated with every School.

Schools:

[Check All] [Check None]

☐ 8.3 Test School   ☐ Longview School
☐ 8.5 Test School   ☑ Main Street School
☐ 8.7 Test School AR   ☐ Manchester Developmental Pre-school

To access the system, you must have a name and a unique password; NHSEIS is a secure website.

Access the Internet from your computer and proceed to the NHSEIS website. The web address for NHSEIS is:

https://nhses.ed.state.nh.us/nhSAUNAME/

(Example: for Concord replace nhSAUNAME with nhconcord

getting website: https://nhses.ed.state.nh.us/nhconcord/

It is important to note the "s" in "https." This indicates a secure website.

Step 1: In NHSEIS, add the new user information. Name entered will be used to log into NHSEIS. The name field is not case sensitive.

Step 2: Enter user code for local users enter text such as user initials or user initials and a number. This is a required field. District makes up code for local users.

Step 3: School System Agency: select "-this school system".

Step 4: Select Account Type: Local

Step 5: Enter a temporary password and enter again in the second box, Password is case sensitive. District makes up the temporary password. User will be directed to change password when they log into NHSEIS.

Step 6: Select the User Type and check off the school(s). Local users can only have Provider, IEP Team Member or General Ed Teacher user types.

Step 7: Scroll down and click "Add User to Database".

Step 8: Give the user the District NHSEIS web address, users name (as entered in NHSEIS) and temporary password.

EdPlan by PCG Education

New Hampshire Training Site

NHSEIS New Hampshire Special Education Information System

Name
John Fake

Password
TemporaryPW

Login

NHSEIS by PCG Education

Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | ▶ Students | Wizards | Smart Logbook | Schools | School System Info | Users | ▶ My Profile | 📅 | Send Us A Message | PCG

Message of the Day

Once user logs into NHSEIS, they must enter a new password and click the Update Password and Log in.

Change Password   **John Fake**

Your password has expired

ℹ️ To change your current password, enter the new password in both of the following areas (See How to choose a good password)

New Password: _____

New Password (to verify): _____

Update Password and Log In

USER AUTHORITIES IN NHSEIS

General User Assignments

User Type	Assoc with All Schools	Assoc with All Grades	Can Be Case Manager	Can Be IEP Team Member	Can Be Aggregate User	Can Be System Contact
School Administrator	No	Yes	Yes	Yes	No	No
Provider	No	Yes	Yes	Yes	No	No
Case Manager	No	Yes	Yes	Yes	No	No
District IT Administrator	Yes	Yes	No	No	No	Yes
IEP Team Member	No	Yes	No	Yes	No	No
District Administrator	Yes	Yes	Yes	Yes	No	No
SAU System Administrator	Yes	Yes	No	Yes	Yes	Yes
SAU System Staff	Yes	Yes	No	No	No	Yes
General Ed Teacher	No	Yes	No	Yes	No	No
SAU District Administrator	Yes	Yes	No	Yes	No	Yes

When Assigned as Case Manager

FI Page Access	School Administrator	Provider	Case Manager	District Administrator
IEPTeam	Edit	Edit	Edit	Edit
IEPCover	Edit	Edit	Edit	Edit
PresentLevels	Edit	Edit	Edit	Edit
SpecialFactors	Edit	Edit	Edit	Edit
TransitionPlanning	Edit	Edit	Edit	Edit
Goals	Edit	Edit	Edit	Edit
GenParticipations	Edit	Edit	Edit	Edit
ServicesAidsSupport	Edit	Edit	Edit	Edit
ParticipationJustification	Edit	Edit	Edit	Edit
AssessmentParticipations	Edit	Edit	Edit	Edit
ESY	Edit	Edit	Edit	Edit
SPEDPrograms	Edit	Edit	Edit	Edit
CreateDraftIEP	Edit	Edit	Edit	Edit
CreateFinalIEP	Edit	Edit	Edit	Edit
Referral	Edit	Edit	Edit	Edit
ParentConsent	Edit	Edit	Edit	Edit
AssessmentEvaluation	Edit	Edit	Edit	Edit
EligibilityDetermination	Edit	Edit	Edit	Edit
Discipline	Edit	Edit	Edit	Edit
StudentInfo	Edit	View	Edit	Edit

When Assigned as Read Only

	A	B	C	D	E	F	G	H	I	J
1	FI Page Access	School Administrator	Provider	Case Manager	IEP Team Member	District Administrator	SAU System Adminstrator	General Ed Teacher	SAU District Administrator	
2	IEPTeam	View	View	View	View	View	View	None	View	
3	IEPCover	View	View	View	View	View	View	None	View	
4	PresentLevels	View	View	View	View	View	View	None	View	
5	SpecialFactors	View	View	View	View	View	View	None	View	
6	TransitionPlanning	View	View	View	View	View	View	None	View	
7	Goals	View	View	View	View	View	View	None	View	
8	GenParticipations	View	View	View	View	View	View	None	View	
9	ServicesAidsSupport	View	View	View	View	View	View	None	View	
10	ParticipationJustification	View	View	View	View	View	View	None	View	
11	AssessmentParticipations	View	View	View	View	View	View	None	View	
12	ESY	View	View	View	View	View	View	None	View	
13	SPEDPrograms	View	View	View	View	View	View	None	View	
14	CreateDraftIEP	View	View	View	View	View	View	None	View	
15	CreateFinalIEP	View	View	View	View	View	View	None	View	
16	Referral	View	View	View	View	View	View	None	View	
17	ParentConsent	View	View	View	View	View	View	None	View	
18	AssessmentEvaluation	View	View	View	View	View	View	None	View	
19	EligibilityDetermination	View	View	View	View	View	View	None	View	
20	Discipline	View	View	View	View	View	View	None	View	
21	StudentInfo	Edit	View	View	View	View	View	View	View	
22										

USER AUTHORITIES IN NHSEIS

When Assigned as a Team Member

FI Page Access	School Administrator	Provider	Case Manager	IEP Team Member	District Administrator	SAU System Adminstrator	General Ed Teacher	SAU District Administrator
IEPTeam	Edit	Edit	Edit	Edit	Edit	Edit	None	Edit
IEPCover	Edit	Edit	Edit	Edit	Edit	Edit	None	Edit
PresentLevels	Edit	Edit	Edit	Edit	Edit	Edit	None	Edit
SpecialFactors	Edit	Edit	Edit	Edit	Edit	Edit	None	Edit
TransitionPlanning	Edit	Edit	Edit	Edit	Edit	Edit	None	Edit
Goals	Edit	Edit	Edit	Edit	Edit	Edit	None	Edit
GenParticipations	Edit	Edit	Edit	Edit	Edit	Edit	None	Edit
ServicesAidsSupport	Edit	Edit	Edit	Edit	Edit	Edit	None	Edit
ParticipationJustification	Edit	Edit	Edit	Edit	Edit	Edit	None	Edit
AssessmentParticipations	Edit	Edit	Edit	Edit	Edit	Edit	None	Edit
ESY	Edit	Edit	Edit	Edit	Edit	Edit	None	Edit
SPEDPrograms	Edit	Edit	Edit	Edit	Edit	Edit	None	Edit
CreateDraftIEP	Edit	Edit	Edit	Edit	Edit	Edit	None	Edit
CreateFinalIEP	Edit	Edit	Edit	Edit	Edit	Edit	None	Edit
Referral	Edit	Edit	View	Edit	Edit	Edit	None	Edit
ParentConsent	Edit	Edit	View	Edit	Edit	Edit	None	Edit
AssessmentEvaluation	Edit	Edit	View	Edit	Edit	Edit	None	Edit
EligibilityDetermination	Edit	Edit	View	Edit	Edit	Edit	None	Edit
Discipline	Edit	Edit	View	Edit	Edit	Edit	None	Edit
StudentInfo	Edit	View	Edit	Edit	Edit	Edit	View	Edit

When not Directly Associated

FI Page Access	4 - School Administrator	11 - Provider	16 - Case Manager	18 - District IT Administrator	26 - IEP Team Member	31 - District Administrator	35 - SAU System Adminstrator	36 -SAU System Staff	39 -General Ed Teacher	42 - SAU District Administrator
IEPTeam	Edit	None	None	None	None	Edit	Edit	Edit	None	Edit
IEPCover	Edit	None	None	None	None	Edit	Edit	Edit	None	Edit
PresentLevels	Edit	None	None	None	None	Edit	Edit	Edit	None	Edit
SpecialFactors	Edit	None	None	None	None	Edit	Edit	Edit	None	Edit
TransitionPlanning	Edit	None	None	None	None	Edit	Edit	Edit	None	Edit
Goals	Edit	None	None	None	None	Edit	Edit	Edit	None	Edit
GenParticipations	Edit	None	None	None	None	Edit	Edit	Edit	None	Edit
ServicesAidsSupport	Edit	None	None	None	None	Edit	Edit	Edit	None	Edit
ParticipationJustification	Edit	None	None	None	None	Edit	Edit	Edit	None	Edit
AssessmentParticipations	Edit	None	None	None	None	Edit	Edit	Edit	None	Edit
ESY	Edit	None	None	None	None	Edit	Edit	Edit	None	Edit
SPEDPrograms	Edit	None	None	None	None	Edit	Edit	Edit	None	Edit
CreateDraftIEP	Edit	None	None	None	None	Edit	Edit	Edit	None	Edit
CreateFinalIEP	Edit	None	None	None	None	Edit	Edit	Edit	None	Edit
Referral	None	None	None	None	None	View	Edit	Edit	None	Edit
ParentConsent	None	None	None	None	None	View	Edit	Edit	None	Edit
AssessmentEvaluation	None	None	None	None	None	View	Edit	Edit	None	Edit
EligibilityDetermination	None	None	None	None	None	View	Edit	Edit	None	Edit
Discipline	Edit	None	None	None	None	View	Edit	Edit	None	Edit
StudentInfo										
FinancialSummary	Edit	None	Edit	None	Edit	Edit	Edit	Edit	None	Edit
School System										
FinancialSummary	None	None	None	None	None	Edit	Edit	None	Edit	Edit

Documents

UPDATE: 1/11/2021	School Administrator	Provider	Case Manager	District IT Administrator	IEP Team Member	District Administrator	SAU System Administrator	SAU System Staff	General Ed Teacher	SAU District Administrator
IEP	Proposed	Proposed	Proposed	None	View	Proposed	Proposed	Proposed	None	Proposed
IEP At-a-Glance	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
IFSP	Draft	Draft	Draft	None	None	Proposed	Proposed	Proposed	None	Draft
Letter of Consent	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
Written Prior Notice	Proposed	Draft/Final	Proposed	None	Draft/Final	Proposed	Proposed	Proposed	None	Proposed
Evaluation Summary Report	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
Progress Report	Proposed	Draft/View	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Draft	Proposed
Eligibility Determination Document	Proposed	Proposed	Proposed	None	Proposed	Proposed	Proposed	Proposed	None	Proposed
Non-Eligibility Determination Document	Proposed	Proposed	Proposed	None	Proposed	Proposed	Proposed	Proposed	None	Proposed
Services Plan	View	Proposed	View	Proposed	View	Proposed	Proposed	Draft/View	Proposed	Proposed
Annual IEPs/Services	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
IEP Team Meeting Notice	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
IEP Signed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed

MAIN MENU PAGE

NHSEIS

Message of the Day

Edit Message

NHSEIS Maintenance
Post date: 04/20/2022- NHSEIS will be down from 5:30 PM 8:30 PM every other Thursday for implementation of software patches. Patch Schedule for 2022. April 28, May 12 + 26, June 9 + 23, July 7 + 21, August 4 + 18, September 1 + 15 + 29, October 13 +27, November 10 + 24, December 8 + 22.

NHSEIS Release Schedule 2022-2023
Friday, July 29, 2022, Friday, October 7, 2022, December 16, 2022, Friday, March 10, 2023, Friday, June 23, 2023

NEW!!!!
Please see below under specific tabs if you are looking for information regarding Program Approval, DOE Memos, Manuals, PD & Trainings

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Check the "Message of the Day"

NHSEIS Maintenance
> *Software release dates*
> *Software Patch dates*

NHSEIS Information:
> Look under the tabs on bottom of page. You will find all memos, documents and training & PD opportunities.

My Messages

New Messages
Send Message   View All Messages

You Have No New Messages

My Schools

My Schools   (4 Schools)

- Henry J. McLaughlin Jr. Middle School
- Manchester Memorial High School
- Middle School At Parkside
- Southside Middle School

"MY Messages"
> New Messages, Send Messages, Transfer requests Approved transfer requests Successful transfers

"MY Schools"
> My Students
> Lists all school's user is authorized to access information
>
> Clicking school shows a list of students depending on users authorities

My Messages

New Messages Send Message View All Messages

You Have No New Messages

My Schools

My Schools (4 Schools)

- Henry J. McLaughlin Jr. Middle School
- Manchester Memorial High School
- Middle School At Parkside
- Southside Middle School

My Reports

All Reports

Exiting Report (Table 4)-Student Records	08/02/2022
Parent Contact Information	08/02/2022
Exiting Report (Table 4)-Student Records	08/02/2022
Active Student Listing (XLS)	08/02/2022
Exiting Report (Table 4)-Student Records	08/02/2022

My Compliance

My School's Compliance View Percentages | View Counts

Students by Disability

My Students

Students with Past Due Dates

My Students
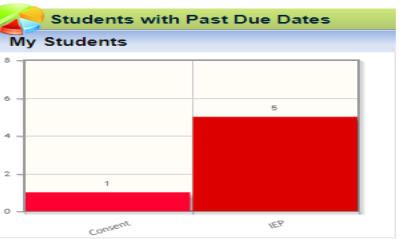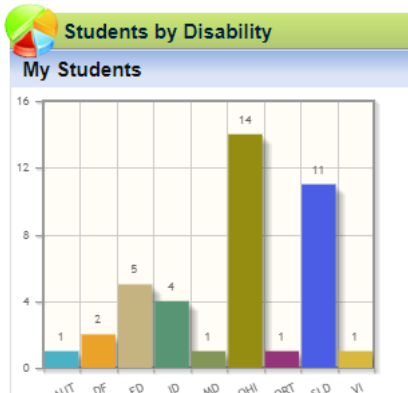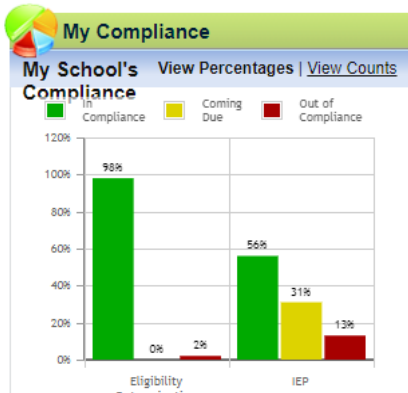
Documents

Disclaimer/License Agreement

General Files | Program Approval | DOE Memos | PD & Trainings | Manuals | General

- fy_23_memo_5_aem_district_implementation_plan_funding.pdf
- AEM_District_Implementation_Plan_Funding_Application_Fillable_.docx
- fy23_memo_4_indicator_14_district_funding.pdf
- Indicator_14_District_Funding_Application_Fillable_.docx
- NHSEIS New Features Screenshots for Release 14.20
- NHSEIS New Features for Release 14.20
- Educational Environments Fact Sheet
- Educational Environments

"MY Reports"

> Shows scheduled reports run

"My Compliance"

> Hover over for compliance

"Students by Disability" (Interactive)

> Click disability column – gives a list of students with primary disability

"Students with Past Due Dates" (Interactive)

> Clicking Column shows list of students beyond timeline of Special Education Process

"Documents"

> Uploaded documents by the DOE. All info regarding trainings & PD opportunities

STUDENTS

"Students"

Select Student

    Search by Grade, School, Name, Student ID, SASID or Status

Advanced Search

    Search by all select student selections as well as Compliance Status, Only include Students with no Case Manager, Primary Disability, Placement Setting, Specialized Transportation, Special Ed Services, Related Services, Serving School, Only include Students with at least one service marked as ESY, and sort options.

TIP: Selecting "Only include students with no Case Manager" will show newly added, transfered and transitioning students.

TIP: You can select students by multiple grades and/or multiple schools.

Students / Add Student

Add Student

Enter SASID and DOB, click submit. If a matching record is found in the i4see system the student's name, SASID and DOB will appear. Confirmation of "yes" or "no" is required. Selection of "yes" will prepopulate student demographics student information page overnight.
Selecting "no" returns to the Add New Student page.

Add New Student

Please enter the student's SASID and Date of Birth:

SASID

DOB

Submit Request

Enter the student SASID and DOB (Date of Birth). Click Submit Request

If a matching SASID and date of birth are found in i4see, the student's name will appear with the SASID and date of birth. NHSEIS will then ask for confirmation. Please confirm that this is the student that you are adding. Click the "Yes" or "No" button as appropriate.

Selecting "Yes" will add the student demographic information from i4see to NHSEIS, including the student's name, SASID, DOB, gender and ethnicity. Districts will need to add the other information needed.

Selecting "No" brings you back to the Add New Student screen where you can reenter the SASID and DOB.

Overnight NHSEIS now verifies student SASID/DOB and retrieves student demographic data from i4see. This process supports the data integrity of both i4see and NHSEIS.

I4see will be the official source for student demographics (including name, date of birth, ethnicity, gender) and NHSEIS is the official source for special education participation.

All changes __MUST__ be done in the i4see system, NHSEIS will then update the changes overnight

If NHSEIS is not able to find a matching SASID and DOB in i4see, an error message will appear indicating No match found for the entered information in the i4see system.

Make corrections to the SASID and DOB as appropriate or click the Students/ NH Add Student drop down to return to the Add New Student screen.

The Department of Education established a link between the i4see system and NHSEIS system to support data integrity across both systems and reduce data burden at the local level. As part of this integration, NHSEIS now verifies student SASID/DOB and retrieves student demographic data from i4see.

The student demographic fields populated from i4see are locked down in NHSEIS initiating a validation process to ensure that all federally reportable events in NHSEIS are linked to a student with a verified and valid SASID. **The i4see validation is shown on the student information page, and must show as i4see validated "yes" for districts to complete entry of eligibility and IEP.**

Student Demographic changes must be done in the i4see system. This includes changes to the student name, date of birth, or gender. Once the information is correct in the i4see system, the information will update in NHSEIS overnight.

DISCIPLINE

To record discipline incidents that occurred with the student. School year will only appear in the drop-down list if school year begin and end dates are entered in the calendar. Calendar is an icon on the main menu page.

Select Discipline

Step 1: Click the "Add a Discipline Event" button.
Step 2: Select "Removal/Expulsions" from drop down list.
Step 3: Select "Offense" from drop down list.
Step 4: Enter "Number of Days" in the box. Same day enter 1.
Step 5: Enter "Person Taking Action" in the box.
Step 6: Enter "Date Discipline Begins" & "Date Discipline Ends" in the boxes.
Step 7: Select "Parent Notification" from the drop-down list.
Step 8: Click the "Save & Continue" button.

Removal Expulsion drop-down list

Offense drop-down list

Parent Notification drop-down list

Step 9: Select "Yes" or "No" from the drop down to answer the question concerning "…interim alternative education," if applicable enter "name of alternative educational setting," as well as "Interim Alternative Placement" Begin Date & End Date.

Step 10: "If the student was not provided an interim placement, indicate the reason…" by selecting from the drop-down list and enter specifics in the text box.

Step 10: Check the boxes regarding "result of discipline…" if applicable.

Step 11: Click "Save and Continue."

NOTE: The Discipline "View Discipline Incidents for the School Year" drop-down list is controlled by the SAU calendar. Each SAU is responsible for setting the school year start and end dates in the calendar for their site. Once the information is populated into the calendar; the drop-down will auto-update to include the new school year.

Add Discipline Details   John Newfebruary

See discipline details below.

Discipline Event Information

Removal/Expulsion:	In-School Suspension	Offense:	Disciplinary Removal
Number of Days:	1.0	Person Taking Action:	School Principal
Date Discipline Begins:	12/16/2016	Date Discipline Ends:	12/16/2016
Parent Notification:	Yes		
Notes:			

Placement Change Information

Did the District provide the interim alternative education? No

If student was offered an interim alternative education, enter the name of the setting:

Interim Alternative Placement Begin Date:

Interim Alternative Placement End Date:

If not provided an interim placement, indicate the reason: Excluded fewer then 10 days

If other, please specify:

☐ Check this box if as a result of discipline there was a unilateral change in student placement by a Hearing Officer

☐ Check this box if as a result of discipline there was a unilateral change in student placement by School Personnel

<<Back   Save and Continue >>

Discipline Events   John Newfebruary

Enter/review discipline information for the student (if applicable) by clicking on the "Add Discipline Event" button below.
Note: All discipline incidents must be entered into NHSEIS.

View Discipline Incidents for the School Year: 2016

Discipline Incidents

Delete	Removal / Expulsion	Offense	Days	Begin Date	End Date	Details
☐	In-School Suspension	Disciplinary Removal	1.0	12/16/2016	12/16/2016	Details
Total:			1	1		

Save   Add a Discipline Event

Electronic Transfer of referred students from Family Centered Early Supports and Services (FCESS) to Preschool Special Education

Electronic transfer of records for children referred from Family-Centered Early Supports and Services (FCESS) prior to age three to Preschool Special Education

The student record will include the child's: name, date of birth, FCESS identification number (starting with 111…(DUC number)), gender and Temporary Pre-school Transition School (TPTS). The student record will not include a SASID number.

Districts should periodically search for new FCESS child records by selecting Students, Advanced Search and checking off Temporary Pre-school Transition School.

If the district enters a new student record in addition to the student record electronically transferred from FCESS, there will be a duplicate record in the system. If this happens, contact Brandy Pappas Brandy.A.Pappas@doe.nh.gov and request a merge of the two records. Or you can leave a message on the NHSEIS message board.

NHSEIS requires a SASID number in order to transfer students between NHSEIS sites. The process for ESS students who have been either referred to an incorrect district or have relocated in the interim since the referral, is to exit the student record using the "ESS data transfer: IEP Team/Parent decision not to complete eligibility determination process", exit reason. This exit reason does not require a SASID number to exit the student. After exiting the student record, please contact the ESS region and let them know to re-refer the student to the correct district.

Student enrolls from another state

The referral, parent consent, evaluations and eligibility determination from the other state can be entered in NHSEIS. The IEP team can accept the prior school districts determination or can choose move forward with new parent consent, evaluations and determination. If NH requires evaluations to determine eligibility that were not required in previous state, the NH district needs to complete the evaluation.

If the IEP team accepts the prior district IEP; the date the team accepts the IEP will become the meeting date, and start date of the IEP. The end date will remain the same.

For example: Ohio student has IEP 9/2/15-9/1/16, moves to NH on 11/2/15. On 11/4/15 NH IEP team meets and accepts IEP. IEP meeting date will be 11/4/15, start and end date will be 11/4/15 – 9/1/16.

WIZARDS

User must be case manager or on the student IEP team to create Progress Reports, and IEP At-a-Glance Documents using a Wizard.

Caseload Setup Wizard allows case managers to change their caseload between case manager and IEP team member and remove student from caseload.

Caseload Administration Wizard - Allows Admin user to add students to NHSEIS users case load.

SMART LOGBOOK/EASY TRAC

The EasyTrac optional service tracking module is available for district service providers. The Smart Logbook allows Administration to report on the special education service delivery entered in the NHSEIS system. Permissions to log services are linked to individual user accounts and the student must be on users' caseload.

The student must also have the service on their current IEP for the dates of service.

The EasyTrac system and Smart Logbook are described in the FY 18 Memo 21 EasyTrac Module and the EasyTrac User Manual.

ADDING SCHOOLS TO NHSEIS

Step 1: Click the "Schools" button.

Step 2: Scroll down and click "Add new school" button.

Main Menu | ▶Students | Recent Students | Wizards | Smart Logbook | Schools | School System Info | Users | ▶My Profile | 📅 | Send Us A Message | PCG

Add New School 📩 New Mail!

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select a School to Add: (1 - 51)

☑ A. Crosby Kennett Middle School ☐ Ashland Elementary School
☑ Abbot-Downing School ☐ Atkinson Academy
☐ Academy at Swift River,MA (external) ☐ Auburn Village School
☐ Academy for Science and Design Charter (M) ☐ Aucocisco School (external)
☑ Academy Of Learning And Technology ☐ Bakersville School
☐ Academy Of Learning And Technology (high) ☑ Barnstead Elementary School
☐ Acworth Elementary School ☐ Barrington Elementary School
☐ Adeline C. Marston School ☐ Barrington Middle School
☐ Adirondack Leadership Expeditions (external) ☐ Bartlett Elementary School (berlin)
☐ Alexandria Village School ☐ Bartlett Elementary School (Goffstown)
☐ Allenstown Elementary School ☐ Bath Village School

Step 3: Select the school (to Add or Remove) or click the first letter of the school name, then select the school check box. Update Schools in the database.

Once the school is added, it will appear on the District NHSEIS site list of schools.

The school will not populate the student information and school dropdown list until the following day.

If the school is not on the list of schools, check the DOE website: www.education.nh.gov
Find My School
How we can help you today
Local School Districts
Charter Schools
Private Schools
Contact the Bureau of Student Support to request a School added to the NHSEIS reference site. All schools must be added to the reference site before districts can select school for their SAU NHSEIS website.

SCHOOL SYSTEM INFO

Please email the DOE, Bureau of Special Education Support, or message the NHSEIS message board to request changes to the information on the School System Info Page in NHSEIS.

NHSEIS contact: Brandy Pappas at Brandy.A.Pappas@doe.nh.gov

School System Info - Inactive Students

School System Info – System & Imports –Inactive Students

Enter student SASID or other identifiable information and click "View Inactive Students"

Exit Reason Dropdown List

Click Student History to view the inactive student history.

Exiting categories and definitions

(A) Transferred to regular education. Students who were served in special education at the start of the reporting period but at some point during that 12-month period returned to regular education. These are students who no longer have an IEP and are receiving all of their educational services from a regular education program. This includes, but is not limited to, children whose parents refuse special education services and children being home schooled by their parents.

(B) Graduated with regular high school diploma. Students who exited an educational program through receipt of a high school diploma identical to that for which students without disabilities are eligible. These are students who met the same standards for graduation as those for students without disabilities.

(C) Received a certificate. Students who exited an educational program and received a certificate of completion, modified diploma, or some similar document and are no longer receiving special education services. This includes students who received a modified high school diploma but did not meet the same standards for graduation as those for students without disabilities. This includes students who have reached maximum age and who received a certificate. When a student reaches maximum age and received a certificate, the student should be reported in the exit category "Received a Certificate."

(D) Reached maximum age. Students who exited special education because of reaching the maximum age for receipt of special education services, including students with disabilities who reached the maximum age and did not receive a regular high school diploma or certificate.

(E) Died. Students who died.

(F) Moved, known to be continuing. Students who moved (out of the State or otherwise transferred to another district in State) and are KNOWN to be continuing in an educational program. There need not be evidence that the student is continuing in special education, only that he/she is continuing in an education program. This category includes students in residential drug/alcohol rehabilitation centers and State prisons.

(G) Dropped out. Students who were enrolled at the start of the reporting period (July 1st – June 30th), were not enrolled at the end of the reporting period, and did not exit special education through any of the other bases described. This category includes dropouts, runaways, expulsions, status unknown, students who moved and are not known to be continuing in another educational program, students who are truant, and other exiters from special education.

School System Info - User Types

	SSO Default (No Access)	School Administrator	Provider	Case Manager	District IT Administrator	IEP Team Member	State Compliance Monitor	Program Approval Manager	District Administrator	State General User	SAU System Administrator	SAU System Staff	Transfer	General Ed Teacher	SAU District Administrator
SSO Default (No Access)	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
School Administrator	No	No	Yes	No	No	No	No	No	No	No	No	No	No	Yes	No
Provider	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Case Manager	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
District IT Administrator	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
IEP Team Member	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
State Compliance Monitor	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Program Approval Manager	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
District Administrator	No	No	Yes	Yes	No	Yes	No	No	No	No	No	No	No	Yes	No
State General User	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
SAU System Administrator	No	No	Yes	Yes	No	Yes	No	No	No	No	No	No	No	Yes	No
SAU System Staff	No	No	Yes	Yes	No	Yes	No	No	No	No	No	No	No	Yes	No
Transfer	No	No	No	No	No	No	No	No	No	No	No	No	Transfer	No	No
General Ed Teacher	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
SAU District Administrator	No	No	Yes	Yes	No	Yes	No	No	No	No	No	No	No	Yes	No

A "YES" indicates that users with the user type on the LEFT are allowed to create and edit users with the user type on the TOP.

SCHOOL SYSTEM INFO – USER MANAGEMENT - Summary

Click Students by School – shows number of students at each school

Click Students by Teacher – shows Teacher name, number of students as case

manager and number of students as IEP Team Click Students by Grade Level – shows

number of students in each grade

Click Teachers by School – shows the number of teachers in each school

Click Students by Disability – shows the number of students with each disability – based on primary disability

SCHOOL SYSTEM INFO – USER MANAGEMENT – ASSIGN SCHOOLS

Edit School System Information

Click "School System Info" on the green menu bar.

Select User Management
Select Assign Schools

Assigning Schools in NHSEIS

Step 1: Select the Students to Assign the School. Student's criteria can be determined by selecting from the grade level or school drop- down list.

Step 2: Click "View Students" button.

Assign School to Students ✉ New Mail!

Note: When a Student's School is changed, any Team members, including the case manager, will be dropped from the Team if they are not associated with the Student's new School.

Student	Grade	School
test student 10.4	10th Grade ∨	High School ∨
test Student 10.4	9th Grade ∨	High School ∨
Larry T Bird	11th Grade ∨	High School ∨
Tweety Birdie	6th Grade ∨	Middle School TEST ∨
Betty Boop	Kindergarten ∨	Elementary School ∨
Johnathan Boy-Doe	7th Grade ∨	Middle School TEST ∨
Thomas Brown	3rd Grade ∨	Elementary School ∨
Bob Cat	5th Grade ∨	Elementary School ∨
John Cat-Aid	8th Grade ∨	Middle School TEST ∨

Step 3: Select the student's grade and school from the School drop-down list.

Step 4: Click "Update the database"

Assigning Teachers in NHSEIS

NHSEIS user with certain authorities can Assign Teachers as student's Case Managers.

Step 1: Click "School System Info"

Step 2: Click "user Management" / "Assign Teachers" in drop down list

Step 3: Click "Assign Teachers"

Step 4: Select students using the available drop-down lists. Students can be selected by school and/or grade.

Step 5: Select the Case Manager for selected student and click the "Update the Database" button.

Review Caseloads
List of Teacher / # of Students / number on IEP Teams

Note: Case Managers assigned access to the student's school, will appear in the Case Manager drop-down list.

Criteria for Selecting Students to Assign Case Manager

Assign Case Manager to Students

Note: Students with no School assigned will not appear in this list. You will have to assign a School to them first.

Student	School	Grade	Case Manager
Eleven Ryan Five	CHS	10	Jane Doe
Ten Terry Five	CHS	9	DistrictAdministrator Sample
John September	CHS	11	Jane Doe
nine terry seven	CHS	11	Jane Doe
Ten Terry Seven	CHS	9	Jane Doe

Update the Database

SCHOOL SYSTEM INFO – USER MANAGEMENT – INACTIVE USERS

Enter user last name or user code

Click View inactive users

Click user name to re-Activate user in the Database or enter date terminated.

SCHOOL SYSTEM INFO – STUDENT TRANSFER

This feature is available to SAU System Administrators and/or SAU District Administrator user types with additional authorities. To add the additional transfer authorities, for NHSEIS users. Please have the special education coordinator or director reach out to Brandy Pappas at Brandy.A.Pappas@doe.nh.gov or the NHSEIS message board and these permissions will be added.

On the main menu bar click "School System Info", click "Student Transfer".
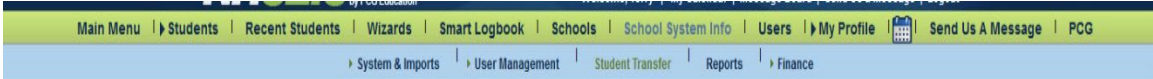
Select "Request Transfer" if you need a student record from another NH district.

Select "Review Requests" if you are approving a request to transfer a student record from your district to another NH district.

Students Requested to Transfer from New Hampshire Training Site ✉ New Mail!

There are currently no pending transfer requests for Students in **nhtrainingsite**.

Students with Pending Request for Transfer to New Hampshire Training Site

Aggregate	Source	Destination	Student ID	SASID	Name	Date of Birth	Request Date	
New Hampshire Special Education Aggregate	NH Reference Site	New Hampshire Training Site	2083273	9998887789	Twelve Sammy Five	11/12/2008	11/20/2017 (44 days, 22 hr Ago)	Details
New Hampshire Special Education Aggregate	NH Reference Site	New Hampshire Training Site	2085433	9999879870	Twelve Sammy Six	06/11/2010	11/20/2017 (44 days, 22 hr Ago)	Details
New Hampshire Special Education Aggregate	NH Reference Site	New Hampshire Training Site	2082882	9998897797	Sam Elig Test	07/02/2007	12/29/2017 (5 days, 18 hr Ago)	Details

Students with Approved Request for Transfer to New Hampshire Training Site

Aggregate	Source	Destination	Student ID	SASID	Name	Date of Birth	Request Date	
New Hampshire Special Education Aggregate	NH Reference Site	New Hampshire Training Site	2085433	9999879870	Twelve Sam Six	06/11/2010	11/20/2017 (44 days, 22 hr Ago)	Details
New Hampshire Special Education Aggregate	NH Reference Site	New Hampshire Training Site	2085433	9999879870	Twelve Sam Six	06/11/2010	12/29/2017 (5 days, 21 hr Ago)	Details

"**View Notes**" Notes can be added at any point during the transfer process by clicking on the **View Notes** button, entering the note, and clicking **Update the Database**. NHSEIS will save the added notes for this transfer request. These notes can be added in the Details section of either the sending or receiving district. (Notes are available to facilitate communication during the transfer process and are not currently viewable once a student transfer is completed.)

"Cancel Transfer Request" removes the request from the "Review Requests" section so that the student record will not transfer to your NHSEIS site.

Note: The "Review Requests" screen has 3 sections:
- **Students Requested to Transfer from your district**
- **Students with Pending Request for Transfer to your district**
- **Students with Approved Request for Transfer to your district.**
  Using the "details" button in all sections, click "View Notes" and "Add Note" to view or add note.
  (*Notes are available to facilitate communication during the transfer process and are not currently viewable once a student transfer is completed.)

Section 1. Students Requested to Transfer from your district site – your NHSEIS site is the source district

Section 2. Students with Pending Transfer Request to your district site this will be your NHSEIS School System Name). Your NHSEIS site is the destination district. This will create a list of outstanding transfer requests that your district has initiated.

Section 3. Students with Approved Request for Transfer to your district site this will be your NHSEIS School System Name) Your NHSEIS site is the destination district.

Destination School District Requests Transfer

NHSEIS

REQUEST TRANSFER   Completed by **Destination District**

Step 1. Click the "Request Transfer" button.

      Select "Transfer Aggregate" and click the "Continue" button. Enter Source District

Enter:

- Requested Transfer Date
- Student Name
- Student NHSEIS id number (If unknown enter 99999)
- Student SASID number
- Date of Birth
- Add any notes or additional information to share with the transferring district.

Request Transfer of Students

Please enter the information about the Students that should be transferred from other districts.
This information will display on the "Review Requests" page on the Source District so that the
correct Student can be selected and the transfer approved.

Transfer 1:

Source District:	NH Reference Site	Requested Transfer Date: 12/29/2017

Name: First: Sam   Middle: Elig   Last: Test   Suffix:

Student ID: 2082882   SASID: 9998897797   Date of Birth: 07/02/2007

Note: Student has moved tp our district. This is a request for the transfer of the students special education information in the NHSEIS system.
Thank you.

Transfer 2:

Source District:		Requested Transfer Date: 12/29/2017

Name: First: Middle: Last: Suffix:

Student ID: SASID: Date of Birth:

Note:

Request Student Transfer(s)

Source District Approves Transfer

APPROVE or Deny Transfer Request

Completed by **Source District**

Step 2. Review Requests
- In the section Students Requested to Transfer from (Name of Source District) Click the "Student Details" button.
- Click the "Find Student to Transfer" button or the "Deny Transfer Request" button.

Source District Approves Transfer

| ▸ System & Imports | ▸ User Management | Student Transfer | Reports | ▸ Finance |

Criteria for Selecting Student to Transfer 📧 New Mail!

Grade Level:	All Grades ∨ ✳
School:	All Schools ∨ ✳
Student Last Name:	Aug2018 ☐ Exact Match ?
Student First Name:	John ☐ Exact Match ?
Student Middle Name:	☐ Exact Match ?
Student ID:	2092822 ☐ Exact Match ?
SASID:	1231239874 ☐ Exact Match
Status:	☐ General Ed ☐ Eligibility Determination ☐ IEP ☐ ESS Data Transfer ☐ Special Ed ☐ Discontinued ☐ Referral
Additional Programs:	☐ Stay Put
Sort List By:	Student's Last Name ∨ ✳

View Students ?

NOTE: If the student id number is 99999, the source district must correct the students NHSEIS ID number prior to clicking the "View Students" button.

| ▸ System & Imports | ▸ User Management | Student Transfer | Reports | ▸ Finance |

Select a Student to Transfer 📧 New Mail!

CP	Last Elig	IEP End	Proj IEP	School	Grade	Name	Student ID	SASID	Age	Hist Dis	Dis	Case Manager
✔	08/10/2018	04/21/2020	04/21/2020	LHS	12	John Aug2018	2092822	1231239874	17 Years		SLD	Jane Doe

(1 Students)

Search Again

| ▸ System & Imports | ▸ User Management | Student Transfer | Reports | ▸ Finance |

Approve Transfer of Student   Johnie Aug2018

📧 New Mail!

Transfer Request Details

Destination District:	NH Reference Site	Requested Transfer Date:	08/16/2019	Date of Request:	08/16/2019 (0:23 Ago)
Contact Phone:		Contact Fax:		Contact E-Mail:	
Name:	Johnie Aug2018				
Student ID:	2092822	SASID:	1231239874	Date of Birth:	10/02/2001

View Notes

Student Selected for Transfer

Name:	John Aug2018		
Student ID:	2092822	SASID: 1231239874	Date of Birth: 10/02/2001

Clear Selected Student

This Student will have to be made inactive in New Hampshire Training Site.
Please fill in the following exiting information for this Student:

Transfer Date:	08/16/2019 📅
Date Exited:	08/16/2019 📅
Reason for Exiting:	∨

Approve Transfer Request

Deny Transfer Request

Step 2. (continued)
If you selected "Find Student to Transfer," you should see the criteria for Selecting Student to Transfer information. Make corrections, if needed.

- Click the "View Students" button.
- Click the "Student Name" button
     Enter transfer Date, Date Exited, and Reason for Exiting.
- Click the "Approve Transfer Request" or the "Deny Transfer Request" button

Destination School District Schedules Transfer

Aggregate	Source	Destination	Student ID	SASID	Name	Date of Birth	Request Dat
...pshire Special Education Aggregate	New Hampshire Training Site	NH Reference Site	2081574	8888849494	John December2018	08/02/2000	08/16/2019 (0:38

Students with Pending Request for Transfer to New Hampshire Training Site

There are currently no pending transfer requests initiated by nhtrainingsite.

Students with Approved Request for Transfer to New Hampshire Training Site

Main Menu	▸ Students	Wizards	Smart Logbook	Schools	School System Info	Users	▸ My Profile	📅	Send Us A Message	PCG

School System | System Info | Reports | Inactive Students | User Types | Assign Teachers | Transfer Student Menu
Log Out | Main Menu | Summary | Lists | Inactive Users | User Type Assign | Financial Summary

Schedule Transfer of Student   **Twelve Six**
🖨 New Mail!

Transfer Request Details

Destination District:	New Hampshire Training Site	Requested Transfer Date:	01/05/2018	Date of Request:	01/05/2018 (0:24 Ago)
Name:	Twelve Six				
Student ID:	2085433	SASID:	9999879870	Date of Birth:	06/11/2010

View Notes

Source Student Selected

Name:	Twelve Sam Six		
Student ID:	2085433	SASID: 9999879870	Date of Birth: 06/11/2010

A new Student will be created in New Hampshire Training Site:

Student ID in New Hampshire Training Site System:	2085433
School in New Hampshire Training Site system:	-none-
Grade Level in New Hampshire Training Site system:	-none-

Select Existing Destination Student

The Following Data Will be Transferred:

- Parents
- Events
- Documents
- Assessments
- Narratives
- Discipline
- Participations
- Accommodations
- Goals
- SupplementalAids
- SpecialEdServices
- RelatedServices
- TransitionPlan
- TransitionServices
- CustomData
- EvaluationComponents

Schedule Student Transfer

Cancel Transfer Request

Schedule Transfer (continued)   Completed by **Destination District**

Step 3. Review Requests
In the section Students with Approved Request for Transfer to (Name of Destination District), click the "Student Details" button.
Enter the Student School and Grade

Complete A or B
A. Click the "Schedule Student Transfer" button.
Transfer is scheduled to run overnight.
Student Record will be inactive in source district and active in destination district.
B. If student record was previously in destination district
Select Existing Destination Student
Review Criteria for Selecting Transfer Destination Student (Correct any incorrect information)
Click View Students

Step 3. (continued)

   C. Click Continue button

The student record will transfer overnight.

Student record will
be inactive in
source district and
active in
destination district.

NHSEIS can be enabled
to send an in-system
message notifying
users there are student
transfer request
pending, approved and
scheduled.

NHSEIS Student Transfer – 3 step technical instruction

Source District NHTRAINING SITE	DESTINATION DISTRICT NHREF SITE
Step 2. School System Info / Review Requests / Click Student details button / Click Find Student to Transfer button. Make corrections of any information that is not correct. Click View Student button. Click Student Name. Select Reason for Exiting and Click Approve Transfer Request button.	**Step 1**. School System Info / Request Transfer/ Select Aggregate / Enter: source district, requested transfer date, student name, student ID, student SASID, date of birth/ click "Request Student Transfer" button. Note: Student id is the NHSEIS student id number, if unknown enter 999999. **Step 3**. School System Info / Review Request / Student details button. Follow instruction A or B. A. Schedule Student Transfer, next screen shows "Student Transfer Scheduled" Click Continue button. B. If student previously in destination district: Click "Select Existing Destination Student" button.

To add transfer authorities for an administrative user, please contact Brandy Pappas at Brandy.A.Pappas@doe.nh.gov or the NHSEIS message board for permissions to be added.

NHSEIS – KEY FIELDS FOR REPORTING

When the DOE calculates educational environment, for Federal Child Count, Part B, Individuals with Disabilities Education Act Implementation of FAPE Requirements, and Indicator 5 for the SPP/APR, the **length of the school day** is used to determine the total number of hours per week, Indicator 6 preshool uses **length of week**. (See Adding Admin Information #4 Fill in Length of School Day) If length of school day is left blank, NHSEIS defaults to the school's length of school day. Contact the Bureau of Special Education Support to request a change in the length of day for the school.

With information provided through NHSEIS; the NHDOE reports for federal and state in the following areas;

1. Federal Reporting out of NHSEIS with real time data:
    a. Child Count and Environment (Table 1 and 3)
    b. Child Count and Environment (Table 1 and 3) Part B
    c. Exiting (Table 4)
    d. Discipline (Table 5)

2. Provide the district data for the Annual Performance Report (APR):

    a. Indicator 1 percentage of youth with IEP's graduating with a regular diploma
    b. Indicator 2 Percentage of youth with IEPs dropping out of high school.
    c. Indicator 4 Rates of suspension and expulsion.
    d. Indicator 5 Educational environments of children with IEPs age 6 through 21.
    e. Indicator 6 Percentage of children aged 3 through 5 with IEPs attending a regular or separate special education class, separate school or residential facility.
    f. Indicator 9 & 10 Disproportionality in special education and related services and in specific disability categories that is a result of inappropriate identification.
    g. Indicator 11 Percentage of children who were evaluated within 60 days of receiving parental consent initial evaluation.
    h. Indicator 13 Percentage of youth with IEPs aged 16 and above with an IEP that includes appropriate measurable postsecondary goals.
    i. Indicator 14 Percentage of youth who are no longer in secondary school, has IEPs in effect at the time they left school, and were enrolled in IHE within one year of leaving; enrolled in IHE or competitively employed within one year; and enrolled in some other postsecondary education or training program or competitively employed within one year.

HOW TO ACCESS REPORTS IN NHSEIS

Advanced Reporting System

On the Main Menu click the School System Info button. Next click Reports

Scheduled Reports

Scheduled Reports			
General	**State/Federal Reports**	**SAU Reports**	**Proj. Meetings Reports**
EOY Extract	Child Count and Environment-Student Records (Table 1 & 3)	Address Labels pdf Address Labels Parent Name	Projected Eligibility Meetings (PDF)
Post School Outcomes Labels	Child Count and Environment-Aggregate(Table 1 & 3)	Duplicate Student Report	Projected Eligibility Meetings (XLS)
Annual Financial Summary Report	Discipline Report-Student Records(Table 5)	Data Quality Report Usage Report	Projected IEP Meetings (PDF)
Parent Portal Action Report	Discipline Report – Aggregate (Table 5)	SPEDSYS	
Parent Portal Document Actions	Exiting Report - Student Records (Table 4)	Related Service Report	
Parent Portal Logins	Exiting Report – Aggregate (Table 4)	User Missing Data	
Service Logging-Optional	Program Capacity Report	Student Missing Data	
Logged Related Services Summary		Active Student Listing (XLS)	
Smart Logbook Report		Active Student Listing (PDF)	
Smart Logbook Report Details		Special Transportation	
		Inactive Student List (XLS)	
		Mailing Labels	
		NH Duplicate Student Report	
		Parent Contact Information	
		Supplementary Services, Aids, Supports for Personnel	

NHSEIS

Scheduled Reports

General	State/Federal Reports	SAU Reports	Proj. Meetings Reports

EOY Extract

Post School Outcomes Labels

Annual Financial Summary Report

School System Info – Reports

Click the file Tab to view the available reports. Click the name of the report.

Enter additional information if requested. Click Generate Report button.

The scheduled report will appear below the Saved System Reports. Click Reports to refresh the reports generated.

Click the name of the report to open with appropriate software.

Saved System Reports

Date Generated ?	Created By	Report Type ?	Expiration Date	Keep	Custom Name
04/27/2020 16:11:00	SAU System Administrator	Child Count and Environment (Table 1 and 3)-Student Records	05/07/2020		
04/27/2020 16:06:00	SAU System Administrator	Data Quality Report	05/07/2020	☐	
04/27/2020 15:58:00	SAU System Administrator	NH Duplicate Student Report	05/07/2020		

(3 Reports)

Update the Database

ADDRESS LABELS pdf

Title of Report: Address Labels pdf

Purpose of Report: To allow districts to create mailing labels from student and contact information in NHSEIS.

Click "School

System" Click

"Reports"

Click "Address Labels pdf"

Select from drop-down lists for School, Provider, Grade, Resident District(s), Disability/Disabilities, and Status.

This feature allows NHSEIS users to filter the

address label list. Click "Generate Report."

Allow time for NHSEIS to create the report.

Click "Reports" button to view NHSEIS created reports.

When created report appears below the reports, in the Saved System Reports area, click the report to access the report information

To the parents of:
John CatAid
22 Canterbury Rd
Canterbury, NH 03222

To the parents of:
Early Childhood
3213123 Street
Concord, NH 03301

To the parents of:
John Doe
2 Main St.
Concord, NH 03301

Address Labels pdf is in a pdf format and will appear three across and ten down.

Saved System Reports

Date Generated ?	Created By	Report Type ?	Expiration Date	Keep	Custom Name
04/27/2020 16:16:00	SAU System Administrator	Address Labels pdf	05/07/2020	☐	
04/27/2020 16:11:00	SAU System Administrator	Child Count and Environment (Table 1 and 3)-Student Records	05/07/2020		
04/27/2020 16:06:00	SAU System Administrator	Data Quality Report	05/07/2020	☐	
04/27/2020 15:58:00	SAU System Administrator	NH Duplicate Student Report	05/07/2020		

(4 Reports)

Update the Database

NHSEIS

Title of Report: Address Labels Parents Name

Purpose of Report: To allow districts to create mailing labels from contact information in NHSEIS

Click "School

System" Click

"Reports"

Click "Address Labels Parent Name"

Select from drop-down lists for student's School, Provider, Grade, Resident District, Disability, and Status.

Click the Generate report button.

When report appears in the Saved System Reports, click the report title to access the report.

Saved System Reports

Date Generated ?	Created By	Report Type ?	Expiration Date	Keep	Custom Name
04/30/2015 15:09:00	Santina Thibedeau	NH Duplicate Student Report	05/05/2015		
04/30/2015 15:01:00	Santina Thibedeau	Address Labels pdf	05/05/2015	☐	
04/30/2015 14:57:00	Santina Thibedeau	Data Quality Report	05/05/2015	☐	

(3 Reports)

Update the Database

Main Menu | ▸Students | Wizards | Schools | School System Info | Users | Super User | ▸My Profile | 📅 | PCG
School System | System Info | Reports | Inactive Students | User Types | Assign Teachers | Transfer Student
Log Out | Main Menu | Summary | Lists | Inactive Users | User Type Assign | Financial Summary | Assign Schools

Reports - Address Labels Parent Name ✉ New Mail!

School(s):
--All--
8.3 Test School
8.5 Test School
8.7 Test School AR

Provider(s):
--All--
School Administrator
Jane Doe
adam e heard

Grade(s):
--All--
10th Grade
11th Grade
12th Grade

Resident District(s):
--All--
Fenton Area Public Schools
Acworth
Acworth (town)

Disability/Disabilities:
--All--
Autism
Deaf-blindness
Deafness

Status:
--All--
Special Ed
General Ed

Generate Report ?

Report appears in the format below in a pdf document. This document can be used to create address labels. The addresses are three across and ten down.

Johnny & Sally Smithson	John Laconia	Mom P Date
2 Street	2 Tilton Street	32321 Redsds Rd.
Concord, NH 03301	Concord, NH 03301	City, NH 03333

Contact Log Export

New buttons appear on the Parent Contacts page to *Print Contact Logs* to a PDF or *Export Contact Logs* to an Excel doc.

This PDF opens when the *Print Contact Logs* button is clicked.

This Excel doc downloads when the *Export Contact Logs* button is clicked.

DUPLICATE STUDENT REPORT

Title of Report: Duplicate Students Report

Purpose of Report: This report will show any student data that has been entered in NHSEIS twice. The district can report this information to the message board so the DOE can merge the data.

Click "School System"

Click "Reports"

Click "Duplicate Students Report"

After the report is created, click School System/ Reports / scroll down to Saved System Reports / click Duplicate Students Report

The report below is an example of one possible duplicated student records.

System	Student ID	SASID	Last Name	First Name	Middle Name	DOB	Gender	Active	Date Added
nhtrainingsite	2047143	4444555521	10.4	test	student	12/8/1996	M	A	2/25/2012
nhtrainingsite	2047142	4444555521	10.4	test	Student	12/8/2000	M	A	2/25/2012

NHSEIS

Report Title: Child Count and Environment (Table 1 &3) -Student Records

- *Child Count Student Records* is the report of the number of children with disabilities receiving special education under Part B of the Individuals with Disabilities Education Act (IDEA).
- *Child Count (education environment)* is Part B of IDEA implementation of FAPE requirements. Raw data refers to individual student data. The Federal tables utilize district data entered in NHSEIS to answer specific criteria for Indicators 5 and 6 of the State Performance Plan.

Purpose of report: Child Count data is sorted by district and used for Indicator 5 and 6 pertaining to education environment. The USDOE Office of Special Education Programs (OSEP) has indicators to guide the implementation of IDEA at the NHDOE, Bureau of Student Support (State). The indicators are used to report progress and performance of the State to OSEP and for the State to report district level performance. Indicators are one of the ways in which States measure and report ~~their~~ performance in educating students with disabilities.

- Indicator 5 – Percentage of children with IEPs aged 5 through 21 served:
  A. Inside the regular class 80% or more of the day;
  B. Inside the regular class less than 40% of the day; and
  C. In separate schools, residential facilities, or homebound/hospital placements.
- Indicator 6 – Percent of children aged 3 through 5 with IEPs attending a:
  A. Regular early childhood program and receiving the majority of special education and related services in the regular early childhood program; and
  B. Separate special education class, separate school or residential facility.

The Child Count and Environments Report is based on a federal submission table and identifies students with disabilities who are receiving special education services under Part B of the Individuals with Disabilities Education Act (IDEA) as well as reports on the implementation of Free and Appropriate Public Education (FAPE) Requirements. Federal Reporting Census Date — October 1st

The Child Count report consists of Part 1 and Part 2, described below. The data is sorted by District and used for the Child Count in the IDEA Reports posted on the NHDOE website in iPlatform. Only a child, whose eligibility determination is current, has a finalized IEP, and receiving services will be considered for the Child Count. The educational environment (setting) is the type or category of environment in which the student receives special education services, related services, and program services. The state reports annually to OSEP on educational environments in which children receive their special education and related service. Districts can access this information from this report.

Part 1. The top section of the report is the student data used to create the summarized data in Part 2. The student can be listed multiple times because each IEP service is shown separately. Part 1 includes all students with services.

Part 2. This section of the report lists each student once. The amount of time for individual services stated on the special education and related services grid on the IEP is combined to determine the amount of time in an environmental setting. Part 2 supports the Child Count by district. Part 2 breaks the data down into Table 3.

As of date of census, includes students who are active status, currently receiving services under an active IEP, and who are currently covered by a valid eligibility as of the census date.
Excludes students with DD as Primary Placement if age >9 (i.e. 10+)
NH excludes student who
- Excludes students without school assignments or DOL
- Excludes students 6-21 year olds with a length of Day = 0
- Excludes Services with placements inappropriate for the age of the student on the date of the census and services that have been manually identified as "not included" (things like Consultation, Consult, Transport, Transportation, etc.)

Part 2 of the Child Count raw data report should include all students in Part 1, but may have additional students with IEPs, but no qualifying services, on the census date.

Each Student should only be counted once in Part 2 – Unique student records reflecting their calculated annual placement location.

The essential data points to districts (column headers) are:

District Code - NHSEIS generated code, district identifier

District of Liability – District that is financially responsible

Student Code - NHSEIS generated student identifier

SASID – Unique student identifier

Date of Birth – Date child was born

Age – Age of the student on October 1st

Race – White, Hispanic/Latino, American Indian or Alaska Native, Asian, Black or African American and Native Hawaiian, or Other Pacific Islander

Race Code - NHSEIS generated code for race identified

Event Id – Event number in student history identifying IEP services

IEP Begin and End – These are the dates entered into NHSEIS that the IEP starts and ends

Disability – Primary disability only

Service – Type of service being provided

Service Type – Special Ed service, related service, program service

Current Location – Not used

Service begin and end dates – These are the dates entered into NHSEIS that the service starts and ends

Number of Sessions – The number of sessions for the service

Session Length – Day or number of hours or minutes

Length of Day – The amount of time a student spends in a school day as reported on the student info section in NHSEIS.

The essential data points to districts (column headers) are:

NHSEIS Data Reporting Requirements: Education Environments

District Code – NHSEIS generated code, district identifier

District of Liability – District that is financially responsible

Student Code – NHSEIS generated student identifier

SASID – Unique student identifier

Age – Age of the student on October 1st

Race - White, Hispanic/Latino, American Indian or Alaska Native, Asian, Black or African American and Native Hawaiian, or Other Pacific Islander

Gender – Male or Female

School Code – NHSEIS generated code, school identifier

Most Recent Disability Code – most recent primary disability entered in NHSEIS, NHSEIS generated code, disability identifier

Most Recent Disability – student's most recent primary disability

REC10YSVCS – Services in Regular Early Childhood Program (at least 10 hours) Attended a regular early childhood (EC) program at least 10 hours per week and received the majority of hours of special education and related services in the regular EC program.

REC10YOTHLOC – Other Location Regular Early Childhood Program (at least 10 hours) Attended a regular early childhood program at least 10 hours per week and received the majority of hours of special education and related services in some other location.

REC09YSVCS -Services in Regular Early Childhood Program (less than 10 hours)Attended a regular early childhood (EC) program less than 10 hours per week and received the majority of hours of special education and related services in the regular EC program.

REC09OTHLOC –Other Location Regular Early Childhood Program (less than 10 hours) Attended a regular early childhood program less than 10 hours per week and received the majority of hours of special education and related services in some other location

Revised Early Childhood Age

3	Age 3
4	Age 4
AGE05NOTK	Age 5 (Not Kindergarten)

CF- Correctional Facility

HH – Homebound/Hospital

PPPS- Parentally-Placed in Private School

RS – Residential School

SS – Separate School

SPL-Service Provider Location

3-5 Early Childhood Program

3-5 Residential School

3-5 Separate School

3-5 Special Education Classroom

3-5 Home Based/Child's Home

3-5 Service Provider Location

Creating Child Count and Environment (Table 1 & 3) Student Report

Step 1: Click "School System" button

Step 2: Click "Reports" button

Step 3: Click the "State/Federal Reports" tab and Select –Child Count and Environment (Table 1 and 3)-Student Records

Step 4: Enter "Date of Census," for example 10/1/17, reference date for determination of student data eligibility and environmental settings and "Date Due" for example 2/1/18, deadline for receipt to OSEP of NH Child Count and Environmental data.

Step 5: Click "Generate Report" button Allow time for NHSEIS to create the report.

To create the Child Count and Environment (Table 1 and 3) student report

Step 6: On the main menu, Click "School System" button

Step 7: Click "Reports" button

Once created, report appears below the scheduled reports (scroll down), in the Saved System Reports area.

Step 8: Click the report, Table 1 and 3 by District (raw data), to access the report information.

Scheduled Reports

General	Proj. Meetings Reports	SAU Reports	State/Federal Reports

Step 9: Click "Open" to open report or "Save" or "Save as" to save the report

EOY Extract
Post School Outcomes Labels
Annual Financial Summary Report
NH-Table132009-Debug
Parent Portal Action Report
Parent Portal Document Actions
Parent Portal Logins

Saved System Reports

Del	Date Generated ?	Created By	Report Type ?	Expiration Date	Keep	Custom Name
☐	02/18/2022 00:18:00	Kelley Brooks	Usage Report	02/28/2022	☐	
☐	02/17/2022 15:47:00	Kelley Brooks	Child Count and Environment (Table 1 and 3)-Student Records	02/27/2022	☐	
☐	02/17/2022 12:44:00	Kelley Brooks	Data Quality Report	02/27/2022	☐	
☐	02/17/2022 12:42:00	Kelley Brooks	Active Student Listing (PDF)	02/27/2022	☐	

(StyleSheet **easyIep_base_new_center.css, easyIep.css**,Menu StyleSheet **buttonmenu_new_center.css, linkmenu_new_center.css, treemenu_new_center.css**)

Do you want to open or save **R67!nhtrainingsite!12-49-57-119205!4-17-18.xls** (12.8 KB) from **nhses.ed.state.nh.us**?   Open   Save ▼   Cancel   X

125% ▼

EXITING REPORT (TABLE 4)-STUDENT RECORDS

Report Title: **Exiting Report (Table 4)-Student Records** (Reason for Exiting) is the Report of Children who had an IEP within the school year and exited from Special Education. Student records refers to individual student data. The Federal Tables utilize district data entered in NHSEIS to answer specific criteria used for Indicators 1, 2, and 14.

Purpose of report: Table 4 is sorted by district and used for Indicator 1, 2, and 14. This report is available for districts to review exited students within a time period. The Federal Office of Special Education Programs (OSEP) has indicators to guide SEAs implementation of IDEA. The indicators are used to report SEAs progress and performance to OSEP and to report district level performance. Indicators are one of the ways in which states measure and report their performance in educating students with disabilities.

- Indicator 1- Percent of youth with Individualized Education Programs (IEPs) exiting special education due to graduating with a regular high school diploma.
- Indicator 2- Percent of youth with IEPs who exited special education due to dropping out.
- Indicator 14 – Percent of youth who are no longer in secondary school, had IEPs in effect at the time they left school, and were:
  A. Enrolled in higher education within one year of leaving high school.
  B. Enrolled in higher education or competitively employed within one year of leaving high school.
  C. Enrolled in higher education or in some other postsecondary education or training program; or competitively employed or in some other employment within one year of leaving high school. (20 U.S.C. 1416(a)(3)(B))

The student data is used for the Annual Post School Outcome Survey mailed to exited students one year, after they leave high school.

The students included in the survey will have exited special education for the following

> The Exiting Report identifies students, ages 14 through 21, who had an IEP within the school year and exited from Special Education. This report is based on an annually required federal submission. Federal Reporting Dates: July 1 – June 30th

- Graduated with Regular High School Diploma
- Received a Certificate/Other Document
- Received a Certificate/Other document – Reached Maximum age & received a certificate/other doc
- Transferred to Regular Education/No longer eligible for Special Education
- Transferred to Regular Education/Refused Special Education
- Referred and evaluated- Not found eligible for Special Education
- Reached Maximum Age – Did not receive a regular high school diploma or certificate

- Moved, Known to be continuing
- ESS data transfer: IEP Team/Parent decision not to complete eligibility determination process
- Dropped Out – Dropout
- Dropped Out – Runaway
- Dropped Out – HiSET GED Recipient
- Dropped Out – GED Recipient
- Dropped Out – Status Unknown
- Dropped Out – Moved, not known to continuing in an educational program
- Dropped Out – Other exits
- Died

The NHDOE is required by OSEP in the Part B State Performance Plan (SPP) and the Annual Performance Report (APR) to collect post school outcome data on students who received special education services, one year after they have exited high school.

The **essential data points to districts (column headers)** are:

Customer Name
District Code – NHSEIS generated code, district identifier
District of Liability Name – District that is financially responsible
District of Liability Code – NHSEIS generated code, district of liability identifier
SASID – Unique student identifier
Student ID – NHSEIS generated id number, student identifier
Last Name – Student's last name
First Name – Student's first name
Date of Birth – Student's date of birth
Gender – Student's gender
Race – Student's race
Age at time of exit – Student's age on exit date
Exit Date - Date student was exited from Special Education
Exit Reason – Selected reason student was exited from Special Education
Exit Reason Code – NHSEIS generated code for exit reason

The **essential data points to districts (column headers), cont.** are:

>   **Disability Name** – Student's Disability
>   **Disability (on Exit)** – Student's disability on exit date
>   **LEP** – Limited English Proficient

To create the Exiting Report (Table 4):

An Example

Step 1: Click "School System" button

Step 2: Click "Reports" button

Step 3: Click the "State/Federal Reports" tab and Select – **Exiting Report (Table 4)-Student Records** – click

Step 4: Enter Begin Date and End Date, such as 7/1/21 and 6/30/22.

Step 5: Click "Generate Report" button

>   Allow time for NHSEIS to create the report.

Once created the report appears below the scheduled reports (scroll down), in the Saved System Reports area.

Step 6: Click the report, **Exiting Report (Table 4)-Student Records**, to access the report information.

NHSEIS by PCG Education

Welcome, Brandy | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | ▸ Students | Recent Students | Wizards | Smart Logbook | Schools | School System Info | Users | Super User | ▸ My Profile | 📅 | Send Us A Message | PCG

▸ System & Imports | ▸ User Management | Student Transfer | Program Approval | Reports | ▸ Finance

Reports - Exiting Report (Table 4)-Student Records   (Help ?)

Begin Date: [   ] 📅
End Date: [   ] 📅

Date/Time to Run	Auto Schedule	Increment Date Parameters
Date to Run: [ ] 📅 (If you leave this blank, the report will be scheduled to run immediately.)	○ Run every [ ] day(s). ○ Run every [ ] of the month. (comma delimited list)	☐ Advance all date parameters with the 'Auto_' prefix in future scheduled reports (WARNING: Report parameters besides dates with the prefix 'Auto_' cannot be incremented using this mechanism. Reports which are not written to use this mechanism that need date parameters shifted for each run should either be written to calculate those dates themselves or be scheduled by filling in the custom data page and then clicking the "Generate Report and Schedule Again" button below.)

Generate Report ? Generate Report and Schedule Again

DISCIPLINE REPORT (TABLE 5)-STUDENT RECORDS

Report Title: **Discipline Report (Table 5)-Student Records** is the report of Rates of suspension and expulsion records of individual student data. The Federal Tables utilize district data entered in NHSEIS to answer specific criteria used for Indicator 4.

Purpose of report: Table 5 is sorted by district and used for Indicator 4. This report is available for districts to review students within a time period. The Federal Office of Special Education Programs (OSEP) has indicators to guide SEAs implementation of IDEA. The indicators are used to report SEAs progress and performance to OSEP and to report district level performance. Indicators are one of the ways in which states measure and report their performance in educating students with disabilities.

- Indicator 4- A. Percent of local educational agencies (LEA) that have a significant discrepancy, as defined by the State, in the rate of suspensions and expulsions of greater than 10 days in a school year for children with IEPs; and

  B. Percent of LEAs that have: (a) a significant discrepancy, as defined by the State, by race or ethnicity, in the rate of suspensions and expulsions of greater than 10 days in a school year for children with IEPs; and (b) policies, procedures or practices that contribute to the significant discrepancy, as defined by the State, and do not comply with requirements relating to the development and implementation of IEPs, the use of positive behavioral interventions and supports, and procedural safeguards

The essential data points to districts (column headers) are:

Customer Name- districts name in NHSEIS
District Code – NHSEIS generated code, district identifier
District of Liability Name – District that is financially responsible
District of Liability Code – NHSEIS generated code, district of liability identifier
School- school student attends
SASID – Unique student identifier
Student ID – NHSEIS generated id number, student identifier
Date of Birth – Student's date of birth
IEP Event- unique identifier number assigned to the entry
IEP Begin Date-date entered into NHSEIS IEP starts
IEP End Date- date entered into NHSEIS IEP ends
Eligibility Event-unique identifier number assigned to the entry
Eligibility begin Date- date entered eligibility begins
Eligibility end Date-date entered eligibility ends

Discipline Event-unique identifier number assigned to the entry
Discipline Begin Date-date discipline started
Discipline End Date- date discipline ended
Disability- primary disability only
Disability Code-unique identifier assigned to the disability
Discipline Type-reason related to discipline
Discipline Code-unique identifier assigned to the discipline
Number of Days- how many days discipline occurred
Offense- type of offense that took place
Offense Code-unique identifier assigned to the offense
With Services- were services provided during discipline event
ESL-whether or not student is an English Language Learner
Age- student's age as of report year run
Gender – Student's gender
Race – Student's race
Race Code-NHSEIS generated code for race identified

The Discipline report lists all of the discipline events, by student, within the reporting SAU that started within a given school year. This data is based on a collection of discipline related to required federal submissions.

To create the Discipline Report (Table 5): An Example

Step 1: Click "School System Info" button

Step 2: Click "Reports" button

Step 3: Click the "State/Federal Reports" tab and Select – Discipline Report (Table 5)-Student Records – click

Step 4: Choose the school year from the drop-down menu.

Step 5: Click "Generate Report" button

Allow time for NHSEIS to create the report.

Once created the report appears below the scheduled reports (scroll down), in the Saved System Reports area.

Step 6: Click the report, Report (Table 5)- Discipline Student Records, to access the report information

DATA QUALITY REPORT

Title of Report: Data Quality Report

Purpose of Report: To determine students with incomplete data in the IEP process wizard. Missing fields can be easily identified on the spreadsheet.

Click "School System"

Click "Reports"

Click "Data Quality Report"

Click the Reports Button to Refresh saved reports.

Report will appear below in the Saved System Report area.

 Click Report Title to run.

Click "Open" to open the file in excel format.

Click "Save" or "Save as" to save the report.

The Data Quality Report can be saved in Excel (xls) format.

Saved System Reports

Date Generated ?	Created By	Report Type ?	Expiration Date	Keep	Custom Name
04/30/2015 15:09:00	Santina Thibedeau	NH Duplicate Student Report	05/05/2015		
04/30/2015 15:01:00	Santina Thibedeau	Address Labels pdf	05/05/2015	☐	
04/30/2015 14:57:00	Santina Thibedeau	Data Quality Report	05/05/2015	☐	

(3 Reports)

Update the Database

Windows Internet Explorer

What do you want to do with R39!nhtrainingsite!14-57-05!4-30-15.xls?

Size: 14.1 KB
From: nhses.ed.state.nh.us

➜ Open
The file won't be saved automatically.

➜ Save

➜ Save as

Cancel

Report Column Headers:

- Customer Name
- District of Liability
- Town of Residence
- Customer Code
- SASID number
- Student ID
- Student Last
- Student Middle Initial
- Student First
- Date of Birth
- Age
- Race
- Gender
- Primary Language
- Language of Instruction
- Grade
- Length of Day
- School
- Primary Disability
- Referral Date
- Parent Consent to Evaluate Date
- Parent Consent to Eligibility Determination
- Parent Consent to Eligibility Determination Date

NHSEIS ADVANCED REPORTING

Advanced Reporting is a sophisticated reporting system which allows for more dynamic reports than can be created within the main portal of NHSEIS. Features of this system include the ability to control report dates and other filters as well as export data into other formats, including PDF, Excel, and comma separated value or csv files.

Accessing Advanced Reporting

Advanced Reporting is available to SAU and District Administrators user types and can be found in the School System Info tab, under Reports. As with other components of NHSEIS, Advanced Reporting uses the system user roles to determine which data is viewable. So reports in the system will only display data from the district, school, caseload, etc. to which the user has established permissions to view

Start Advanced Reporting System

NHSEIS Report Library (double click to open)

Select Report:

-Ind. 11-Timely Initial Evaluations
-Ind. 12-Early Childhood Transitions
-New Student Report
-Projected Service Hours
-Student Information and Program Placement Report

Indicator 11: Timely Initial Evaluations – A report summarizing key data points along the evaluation timeline, including parental consent, evaluation report date, and eligibility as well as a calculation indicating timeliness of evaluation.

The report can be run for any time period during the year, allowing districts to engage in an ongoing review and self-monitoring of their evaluation timelines. In addition, the report can be used to identify students for whom additional documentation of allowable exceptions to the timeline is needed.

To mimic the official data pull for federal reporting, please use the following report dates:

> Begin Date Range: August 15
>
> End Date Range: November 15

The dates entered reflect the range of dates of parent consent to be included in the report. For a complete picture of the process, it is recommended that the report be generated at least 60-80 days following the reporting period to allow for completion of the evaluation process and data entry into NHSEIS.

Please note: This report relies on the parent consent to evaluation field which was introduced September 2016. Data prior to this date is unreliable.

Indicator 12: Early Childhood Transitions – A report summarizing key data points along the early childhood transition timeline, including ESS referral date, parental consent, eligibility determination date, and IEP creation date as well as a calculation indicating timeliness either a non-eligibility determination or IEP creation.

The report can be run for any time period during the year, allowing districts to engage in an ongoing review and self-monitoring of their transition timelines. To mimic the official data pull for federal reporting, please use the following report dates:

Additional Reports (some examples)

Projected Service Hours Report – A report listing the service prescriptions for all currently active students with an active IEP. The report includes the ability to filter by service type and school.

New Student Report – A report of students who were added to an SAU during the course of a school year, including those that were manually added, transferred from another SAU, or referred by ESS.

Student Information and Program Placement Report – A report of students and their program placement for a given range of IEP start dates. The report is organized by school and includes additional information including the student's primary disability, birth date, and grade level.

Projected Service Hours

Description:
A report listing the service prescriptions for all currently active students with an active IEP. The report includes the ability to filter by service type and school. Services Calculation Data Extract (10/23/2017)
Type: Web Intelligence

Finance Summary

NHSEIS by PCG Education

Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | ▶ Students | Recent Students | Wizards | Smart Logbook | Schools | School System Info | Users | ▶ My Profile | 📅 | Send Us A Message | PCG

▶ System & Imports | ▶ User Management | Student Transfer | Reports | ▼ Finance

Financial Summary

School System Information   New Hampshire Training Site

Click School System Info / Finance / Finance Summary

▶ System & Imports | ▶ User Management | Student Transfer | Reports | ▶ Finance

Financial Summary

Student ID:	☐ Exact Match	First Name:	☐ Exact Match	**Search**
SASID:	☐ Exact Match	Last Name:	☐ Exact Match	

Enter identifier (student id, name, or SASID)/ click search button

---

Main Menu | ▶ Students | Recent Students | Wizards | Smart Logbook | Schools | School System Info | Users | ▶ My Profile | 📅 | Send Us A Message | PCG

▶ System & Imports | ▶ User Management | Student Transfer | Reports | ▶ Finance

Select a Student Finance Summary

Student ID:	2031582 ☐ Exact Match	First Name:	☐ Exact Match	**Search**
SASID:	☐ Exact Match	Last Name:	☐ Exact Match	

School	Grade	Name	Student ID	Age	Dis	Case Manager
LHS	10	JOHN L-SAVE SMITH	2031582	16	OHI	Jane Doe

Click student name

Main Menu | ▶ Students | Recent Students | Wizards | Smart Logbook | Schools | School System Info | Users | Super User | ▶ My Profile | 📅 | Send Us A Message | PCG

NHSEIS

▶ System & Imports | ▶ User Management | Student Transfer | Program Approval | Reports | ▶ Finance

Financial Summary   **JOHN L-SAVE SMITH**

Student ID:		☐ Exact Match	First Name:		☐ Exact Match
SASID:		☐ Exact Match	Last Name:		☐ Exact Match

Search

Student: **JOHN L-SAVE SMITH**   Student ID: **2031582**   SASID: **0011223347**   DOB: **12/01/2002**   District of Liability:: **Concord**

☐ Lock School Year
Financial Summary for School Year: 2018-2019 ∨

Annual Totals

Invoice Total:	80800.00
Non-Medicaid Reimbursable Total:	80800.00
Disallowed:	0.00
Reimbursements:	0.00
Net 402 Cost:	0.00
Net Special Education Aid Cost:	80800.00
Special Education Aid Cap:	56797.13

The invoice total has exceeded the States Special Education Aid Cap!

Invoices

Vendor	Invoice Number	Invoice Date	Amount	Disallowed	
A.C.C.E.S.S.	332	11/01/2018	240.00	0.00	View Line Item Changes
A.C.C.E.S.S.	53100000	01/01/2019	560.00	0.00	View Line Item Changes
A.C.C.E.S.S.	IIIe0o	02/05/2019	80000.00	0.00	View Line Item Changes

Add New Invoice for 2018-2019

Print Annual IEPs/Services

Select School Year and Click Add New Invoice for (school year selected)

Click Print Annual IEPs/Services to view or print the current IEP date summary and details of IEP services.

Please refer to the Special Education Aid Manual for further information on entering invoices for Special Education Aid as well as Court Ordered Placement students.

Updating School Calendar/ Adding Progress Report Periods

Click the calendar icon on the green menu bar.

Scroll down and click the "Edit School Years" button.

Click the "edit" button for the school year row and the column Report Periods.

Select this "edit" button for the school year

The SAU can name the progress report periods for the school year, and enter the start and end date of the progress report period. Each progress report period creates a column on each student's progress report.

Note: Best practice is to enter the progress report periods prior to the first reporting period.

Edit 2015-2016 Reporting Period Schedule

(New Hampshire Training Site)

Del	Reporting Period	Reporting Period Name	Begin Date	End Date	ESY	Cal Days	Sch Days
☐	1	Reporting Period 1			☐		
☐	2	Reporting Period 2			☐		
☐	3	Reporting Period 3			☐		
☐	4	Reporting Period 4			☐		

If you delete a given reporting period, ALL higher numbered reporting periods will also be deleted.

Update the Database

Auto-fill Begin and End Dates

Add another reporting period

Edit 2015-2016 Reporting Period Schedule

(New Hampshire Training Site)

Del	Reporting Period	Reporting Period Name	Begin Date	End Date	ESY	Cal Days	Sch Days
☐	1	1st Quarter	09/01/2015	10/31/2015	☐	61	44
☐	2	2nd Quarter	11/01/2015	01/10/2016	☐	71	49
☐	3	3rd Quarter	01/11/2016	03/15/2016	☐	65	47
☐	4	4th Quarter	03/16/2016	06/15/2016	☐	92	66

If you delete a given reporting period, ALL higher numbered reporting periods will also be deleted.

Update the Database

Auto-fill Begin and End Dates

Add another reporting period

VIEW USER ACTIONS

Step 1: Click the student Compliance symbol to access Student History.

Step 2: Scroll down and click "View User Actions"

VIEW USER ACTIONS

Step 3: Enter the criteria for the View User Actions.

Step 4: Click "Show User Actions" button.

The View User – Student Action screen appears. The user name, date & time, type of action, category and action are displayed, as well as users who have accessed student's records.

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Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | ▶Students | Recent Students | Wizards | Smart Logbook | Schools | School System Info | Users | ▶My Profile | 📅 | Send Us A Message | PCG

Scroll down
Click Users – Enter name Click View User(s)

View User(s)

View Previous Search Results

Add New User ?

NHSEIS by PCG Education

Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | ▶Students | Recent Students | Wizards | Smart Logbook | Schools | School System Info | Users | Super User | ▶My Profile | 📅 | Send Us A Message | PCG

View User-Student Actions   **Jane Doe**
                                                                      📧 New Mail!

Click User
Name Scroll
down
Click View User Activity

Please enter the criteria for the User Actions you wish to view:

Begin Date:	11/26/2019 📅		End Date:	12/26/2019 📅
Activity:	All ⌄		Page:	All ⌄
All Accesses:	☑ List all users who accessed the Student records		Service Logs:	☑ Show all services that were logged for the Student
Primary Sort:	Date ⌄		Secondary Sort:	Date ⌄

Show User Actions

Enter begin and end date. Show User Actions

NHSEIS by PCG Education

Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | ▶ Students | Recent Students | Wizards | Smart Logbook | Schools | School System Info | Users | Super User | ▶ My Profile | 📅 | Send Us A Message | PCG

View User-Student Actions

Jane Doe

📧 New Mail!

Export to Excel

Changes made to Student records by Jane Doe between 11/26/2019 and 12/26/2019

User	Student	SASID	Date	Type	Category	Action
Jane Doe (impersonated by Terry Hersh)	JOHN SAVE FEBRUARY	8884888488	12/20/2019 12:32:42	Update	Goals	update goal/objective status
Jane Doe (impersonated by Terry Hersh)	JOHN SAVE FEBRUARY	8884888488	12/20/2019 12:32:44	Add	Documents	create draft document Progress Report
Jane Doe (impersonated by Terry Hersh)	JOHN L-SAVE SMITH	0011223347	12/20/2019 12:33:20	Update	Goals	update goal/objective status
Jane Doe (impersonated by Terry Hersh)	JOHN L-SAVE SMITH	0011223347	12/20/2019 12:33:21	Add	Documents	create draft document Progress Report
Jane Doe (impersonated by Terry Hersh)	JOHN SAVE FEBRUARY	8884888488	12/20/2019 12:33:45	View	Documents	View Document (Progress Report) - P908!38!nhtrainingsite!12-32-38-513718!12-20-19.pdf

NHSEIS SYMBOLS

- "Back" will bring the user back to the previous page but will not save changes

- " Save" will save changes the user made but will not move the user to the next page

- "Save & Continue" will save changes the user made and will move the user to the next page

- "Details" will allow you to view or enter more information

- "Calendar" button will open up a calendar from which you can select a date for fields that require a date; you can also simply enter in the date with your keyboard

- Click the "Spell Check" button to check spelling in any text box

- Click the "Show Section" button to show how the data will appear on the document.

TIP: When spending a lot of time typing on one web page, you should SAVE periodically (every 5-10 minutes) to keep from being timed off the Internet by your web browser.

What do I do when a staff (NHSEIS user) leaves the district?

To delete a User from the database and reactivate User in database:

- From the main menu, click "School System" button, enter the Username, click "View User(s)" then click the Username.
- The View User screen appears. Take out the numbered user code and replace with any text. Select the "Del" check box and Click the "Inactivate Selected Users" button.
- The confirmation screen appears. Select "Yes, I'm Sure." User becomes inactive.
- An SAU System Administrator cannot delete another SAU System Administrator, but can change the password of SAU System Administrator, preventing access to NHSEIS.
- The SAU System Administrator has authority to Delete/Inactivate Users from the database.

INACTIVATING USERS

In the myNHDOE SYSTEM – Removing NHSEIS district access

Steps to inactivate NHSEIS User.

1. Login to MYNHDOE.
2. Click "Security"
3. Click "Users"
4. Enter User information and click "Search Users" button.
5. Select the users "Manage" link.

6.Select the "Edit" button for the NH Special Ed Information System you want to inactivate

	User Roles	Transactions	Systems Accessed	Password History						
	Add User System Role		Copy User Roles From Another User				Disable All User System Roles			

Edit	ID	System	Role	SAU	District	School	Institution	Active	Delete
Edit	191211	myNHDOE	DOE Security Administrator Assign Systems					False	Delete
Edit	266064	i4see	DOE Security Administrator					False	Delete
Edit	298396	NH Special Ed Information System	SAU System Administrator – Training				NH LEA Training	False	Delete
Edit	374668	i4see	DOE Staff					False	Delete
Edit	343679	NH Special Ed Information System	Case Manager	Alton SAU Office				False	Delete
Edit	218629	NH Special Ed Information System	Case Manager	Bow SAU Office				False	Delete

7. Uncheck the "Active" check box and click "Submit.

Edit Existing System Role User

Step 1 of 1

You are editing an existing system role user.

Please edit the system role user information below and press the Submit button.

System Role User ID: 298396
Username: thershhh-Terry Hersh (41497)

System:
NH Special Ed Information System

Role:
SAU System Administrator - Training

Institution:
NH LEA Training

☐ Active

Created:
Terry Hersh - 9/4/2018 1:28:01 PM

Last Updated:
Brandy Pappas - 4/27/2022 9:09:14 AM

Press the Submit button to SAVE the changes to the system role user

Cancel ✖   Submit 🖫

8. The NH Special Ed Information System will now show as "False"
under the Active column header

LEA Representative Notification Summary

Go to the IEP Process / IEP Team page to confirm the LEA Representative.
Go to the Create Proposed IEP

LEA Representative Notification Summary

Click on Display IEP Errors and adjust any errors that populate

Click on "Contact LEA Representative for Signature"

LEA Representative Notification Summary

[EXTERNAL EMAIL] Be cautious when clicking links or opening attachments.

You have a new on your My Messages page in the EasyIEP application. Please log in to the NHTrain001 site and view your message at your earliest convenience.

My Messages

New Messages

Send Message   View All Messages

From	ID	Date	Message Type	Subject	Message
Jacqui Stokes	6075631	11/10/2021 10:33:00			An IEP for 'Fourteen Sam Nine'...

The LEA Representative will receive an email notification as well as a notification on the main page of their EDPlan portal in the "My Messages" widget. The message identifies the student and document ready for review and signature.

Document Upload/PaperClip Feature

There is an external document(s) button to upload into NHSEIS. The file extentions can be pdf, doc, xls, txt, rtf, ppt, tif, jpg, png, xl, sx, pptx, docx. These will attach directly to the students document page. Therefore, anyone with access to the student's record can view the documents.

This is choosing the file to be uploaded to the documents list.

E	5101	06/24/2014	Terry Hersh	IEP		PDF	I consent to the IEP as proposed			View
E	5095	06/20/2014	Terry Hersh	IEP		PDF	I consent to the IEP as proposed			View
E	5091	06/20/2014	Terry Hersh	IEP		PDF	I consent to the IEP as proposed			View

An 'E' in the 'Del' column indicates that the document is associated with an Event. A 'C' in the 'Del' column indicates that the document is associated with a Parent Contact. In either case, the document can't be deleted until the associated event or contact is deleted. An 'A' in the 'Del' column indicates that the document is associated with another Document and it will deleted when the associated document is deleted.
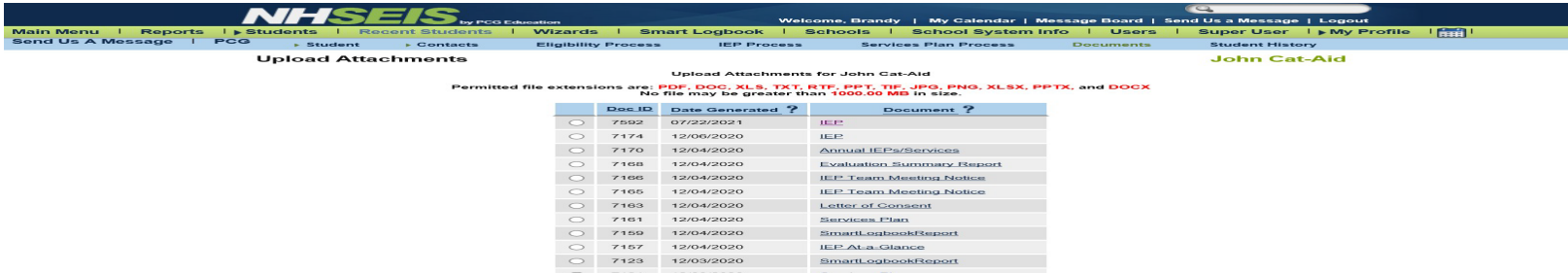
(21 Documents)

Update the Database

Manage Additional Document Text

Upload External Attachment(s)

There is also an external attachment(s) button. You are able to attach a document to an already NHSEIS produced document. Example: a signed meeting notice to the meeting notice document.

Upload Attachments
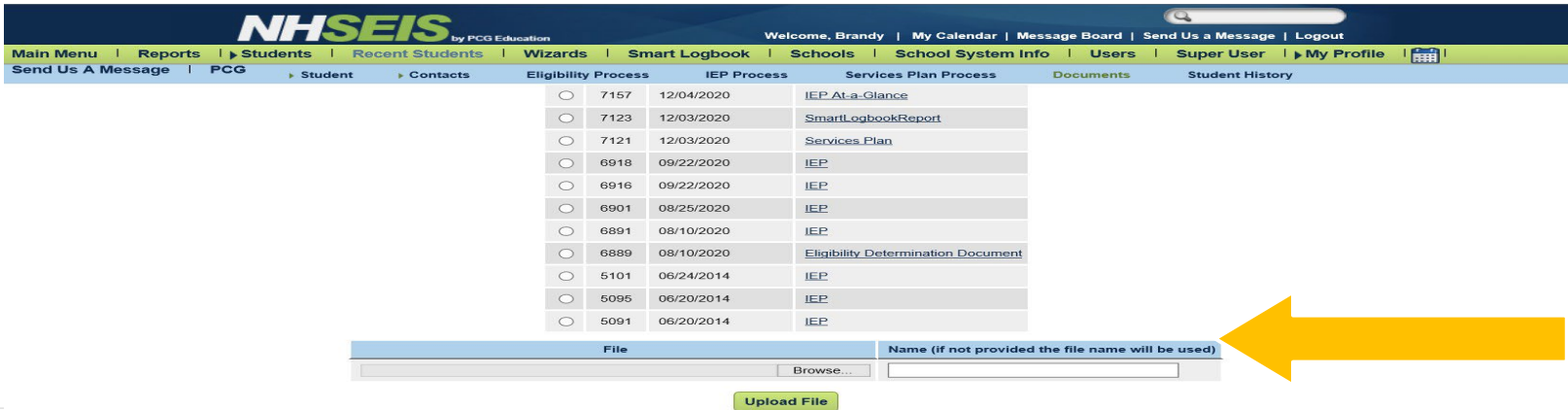
Upload Attachments for John Cat-Aid

Permitted file extensions are: PDF, DOC, XLS, TXT, RTF, PPT, TIF, JPG, PNG, XLSX, PPTX, and DOCX
No file may be greater than 1000.00 MB in size.

	Doc ID	Date Generated ?	Document ?
○	7592	07/22/2021	IEP
○	7174	12/06/2020	IEP
○	7170	12/04/2020	Annual IEPs/Services
○	7168	12/04/2020	Evaluation Summary Report
○	7166	12/04/2020	IEP Team Meeting Notice
○	7165	12/04/2020	IEP Team Meeting Notice
○	7163	12/04/2020	Letter of Consent
○	7161	12/04/2020	Services Plan
○	7159	12/04/2020	SmartLogbookReport
○	7157	12/04/2020	IEP At-a-Glance
○	7123	12/03/2020	SmartLogbookReport

Choosing the document you want the attachment to go with. Then uploading it at the bottom of this list.

○	7157	12/04/2020	IEP At-a-Glance
○	7123	12/03/2020	SmartLogbookReport
○	7121	12/03/2020	Services Plan
○	6918	09/22/2020	IEP
○	6916	09/22/2020	IEP
○	6901	08/25/2020	IEP
○	6891	08/10/2020	IEP
○	6889	08/10/2020	Eligibility Determination Document
○	5101	06/24/2014	IEP
○	5095	06/20/2014	IEP
○	5091	06/20/2014	IEP

File	Name (if not provided the file name will be used)
Browse...	

Upload File

Doc ID	Date Generated ?	Generated By	Document ?		Status	Del	Attachment	Date Received	Signatures
7593	07/22/2021	Brandy Pappas	EXAMPLES OF OBJECTIVES	DOCX	☐				
7592	07/22/2021	Brandy Pappas	IEP	PDF	I consent to the IEP as proposed	☐ Signature Page ☐ transition goals examples		07/23/2021 07/22/2021	View

Documents created for John Cat-Aid

Example of how the attached documents will look in the document section of the student's file.

NHSEIS user unable to log in – gets an authenticity error message

NHSEIS Access via Single Sign On – Refer to FY 16 Memo 6 attachment

https://my.doe.nh.gov/myNHDOE/Login/Login.aspx

IN MYDOE

Top portion of page is the myNHDOE users profile of personal information (not shown).

Lower portion shows the Active Roles

The ID number must be the NHSEIS users code in NHSEIS

Edit	ID	System	Role	SAU	District	School	Active	
Edit	218629	NH Special Ed Information System		Case Manager	Bow SAU Office		True	
Edit	218634	NH Special Ed Information System		Case Manager	Concord SAU Office		True	

User Code

A new user selects the NHSEIS link to log into NHSEIS. The login process enters the user in NHSEIS.

If you have already entered the user in NHSEIS, you will need to add the user code to their NHSEIS user profile.

IN NHSEIS

Edit User Information   **John L Smith (External Single Sign-On Account)**

☁ New Mail!

Name:	First	Middle	Last	Suffix		
	John	L	Smith		✱	
User Name:	jlsmith	✱				
User Code:	218634	✱				
Date of Birth:	📅			Gender:	⌄	
School System/Agency:	-this school system-	⌄ ?				
Account Type:	External Single Sign-On Account ⌄					
Title:		?				
Address:		?				
City, State, ZipCode:		?	?		?	
Home Phone:		?				
Work Phone:		?				
E-Mail Address:	jsmith@gmail.com	?				

Users / enter user name / view user

Enter user code in NHSEIS

Note: All external single sign on users can only use the user code once on an active or inactive NHSEIS user account.

How to fix user with two user profiles with same user code.

Go to School System Info / User Management / Inactive Users / enter name or user code / view inactive users

Criteria for Selecting Inactive Users to View 📧 New Mail!

User Last Name:	smith ✕ ☐ Exact Match **?**
User Code:	☐ Exact Match **?**
Sort List By:	User's Last Name ∨ ✱

View Inactive Users ✱

Manage Inactive Users 📧 New Mail!

User Code	Name	Title	Reason for Exiting	Date Hired	Date Terminated
218634	John Smith	Special Education Teachers			02/15/2018

Click inactive user name

Edit Exiting User Information   **John Smith**
                    📧 New Mail!

Date Terminated: 02/15/2018 📅

Update the Database

Re-Activate this User in the Database

Click Re-Activate this User in the Database

NHSEIS by PCG Education

Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | ▶Students | Recent Students | Wizards | Smart Logbook | Schools | School System Info | Users | Super User | ▶My Profile

Click Users / enter last name / View users

Select a User ☁ New Mail!

Del	IM	CP	Cal	Name	School(s)	Students	Title	User Type	E-mail Address
☐	👤	○	📅	John Smith	ELEM, HIGH, MIDD	1, 0	Special Education Teachers	Case Manager	JSmith@gmail.com
☐	👤		📅	John L Smith	MSS2	0, 0		Case Manager	jsmith@gmail.com

(2 Users)

Inactivate Selected Users

Add New User ?

You will now see the user twice. One user profile has an assigned student and one does not.

In the example, click the second user name, John L. Smith.

NHSEIS by PCG Education

Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | ▶Students | Wizards | Smart Logbook | Schools | School System Info | Users | Super User | ▶My Profile | 📅 | Send Us A

Edit User Information   John L Smith (External Single Sign-On Account)

☁ New Mail!

	First	Middle	Last	Suffix	
Name:	John	L	Smith		✱

User Name:	jlsmith	✱
User Code:	218634	✱
Date of Birth:	📅	Gender: [▼]
School System/Agency:	-this school system- ▼	?

Account Type:	External Single Sign-On Account ▼

Title:		?
Address:		?
City, State, ZipCode:		?	?	?
Home Phone:		?
Work Phone:		?
E-Mail Address:	jsmith@gmail.com	?

Remove the duplicate user code and enter initials or a few letters. User code is a required field.

Change account type to Local Account.

Update the Database.

Click Users / enter last name / View users

Check off the Del box to inactivate the duplicate user profile. This user has no assigned students. Click the Inactivate Selected Users / then Yes, I'm sure.

The user should now be able to login from myNHDOE.

LOG OUT OF NHSEIS AND EXIT

- To Log Out of NHSEIS, click on the "Logout" button at the right of the top menu bar.

- You can log out from any part of the system. You do not have to go back to the main menu.

- You must log out of Easy IEP and close your browser if: you step away from your computer or you are finished using the system for confidentiality reasons.

- If a student's IEP is downloaded to the desktop of your computer, delete or put it in the trash immediately.

- If you do not Log Out and close your browser, anyone can access information in Easy IEP or record information under your Login name.