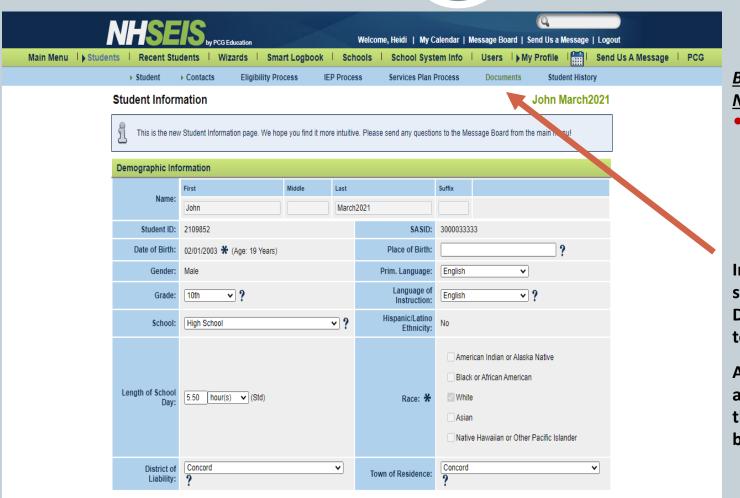
# NHSEIS Paperclip Feature



#### ATTACHING REQUIRED EVIDENCE TO THE IEP FOR INDICATOR 13 COMPLIANCE MONITORING

#### Items to be attached:

- 1) Student Invitation to IEP meeting where secondary transition is discussed
- 2) Transition Assessment(s); unless they are documented in the IEP with (Assessment Date: MM/DD/YYYY, Assessment Type and results of assessment aligned to post-secondary goals)
- 3) If an outside agency is responsible for a transition service in the IEP, Prior consent of parent or adult student to invite outside agency to IEP meeting

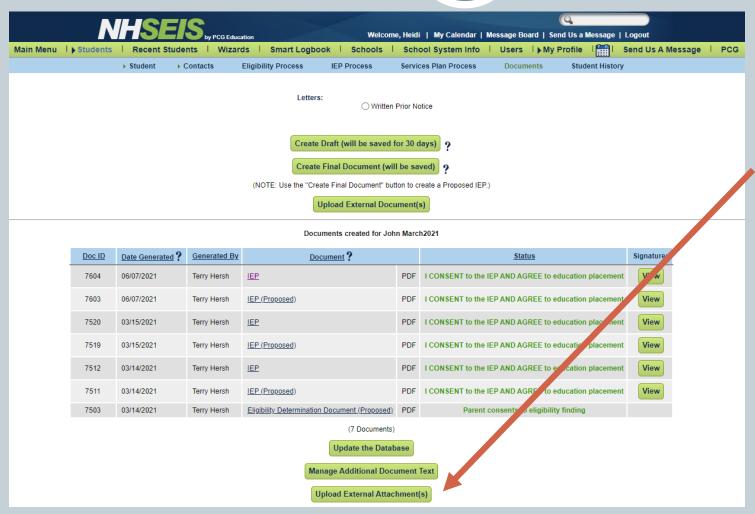


#### Before logging into NHSEIS:

 scan and save (as a PDF) the documents to be attached to the NHSEIS IEP on your computer.

In NHSEIS, find your student, select the Documents tab at the top.

A box will come up asking you to leave the site. Select the blue "Leave" button.



Scroll to the bottom of the page and click on the last green button, "Upload External Attachment".



- 1 Click the radio button to the left of the NHSEIS document for which the attachment supports.
- 2 Under the list of documents there are two columns, "File" and "Name". Under the column titled "File" click on "Choose File". This will take you to your files from which you can select the file you wish to attach.
- 3 Click the green "Upload File" button.

Date Received Signatures Date Generated ? Generated By Del Attachment Document? 01/18/2022 Brandy Pappas Progress Report (2021-2022 - Reporting Period 1) PDF 01/25/2022 Prior Consent VR to attend 11.17.22 12/09/2021 Peter 11.17.22 IEP Meeting Invitation 01/25/2022 Brandy Pappas <u>IEP</u> I consent to the IEP as proposed Peter 2022-2023 Transition Assessment 01/25/2022 12/09/2021 Brandy Pappas IEP (Proposed) PDF | I consent to the IEP as proposed

This is how the document will appear on the Documents page after being attached.

#### Required Record of Access

6

- For any SASID number where documents from the cumulative student file are attached to the NHSEIS IEP as evidence for Indicator 13 Compliance Monitoring, the LEA will sign Bureau staff in on the Record of Access.
- The date the document is paperclipped/attached to the IEP is the date that should be recorded on the Record of Access.
- The LEA will record, "NH DOE Reviewer" as the person accessing the file.
- The LEA will record as the purpose, "NH DOE Indicator 13 Compliance Monitoring". Once completed attach the Record of Access to the student's document.

#### RECORD OF ACCESS FORM

Student Name:

Date	Name	Purpose
10/14/2022	NHDOE Reviewer	NH DOE Indicator 13 Compliance Monitoring