

LEA REQUEST FOR OUT-OF-STATE PROGRAMS ENTERED INTO NHSEIS

Instructions for LEAs Requesting Out-of-State Programs to be Entered into the New Hampshire Special Education Information System (NHSEIS)

1. Per The NH Standards for the Education of Children with Disabilities, Ed 1126.06, an Out-of-State school, class, or program must be approved by their host state to provide special education and related services in order to enter the program as an approved placement in NHSEIS.
2. Work with your contact at the out-of-state school, class, or program to collect the information required on this form.
3. Submit this completed form with a copy of the host state's certificate of special education approval for the school, class, or program. *If they do not have a current certificate from the host state, please contact NHED Bureau of Student Support for alternative accepted documentation. See below for contact info.*
4. Email the completed request & certificate or any questions to:

GaetanMarie Lacourse, Program Assistant
New Hampshire Dept. of Education
Bureau of Special Education Support
GaetanMarie.B.FitzgeraldLacourse@doe.nh.gov
Phone: (603) 271-1577

I certify that this program meets the behavior intervention standards of Ed [1114.07](#) and Ed [1114.08](#)

Requesting LEA Signature

Out-of-State Program Information

School, Class, or Program Name:
 (As approved by the host state)

Grades Served: **Age Range:**

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Program Capacity: **Genders Served:**

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Number of Days Program is Approved to Operate:

<input type="checkbox"/> 30	<input type="checkbox"/> 45	<input type="checkbox"/> 60	<input type="checkbox"/> 180
<input type="checkbox"/> 183	<input type="checkbox"/> 220	<input type="checkbox"/> 222	<input type="checkbox"/> 227
<input type="checkbox"/> 240	<input type="checkbox"/> 365	<input type="checkbox"/> Other:	

Program is invoiced as:

<input type="checkbox"/> Day Only Rate	<input type="checkbox"/> One Rate (Day & Res)
<input type="checkbox"/> Separate Rates for Day & Residential	

Address of Out-of-State Program:

Out-of-State Program Contact Information

Name & Position of Out-of-State Contact:

Email Address & Phone Number for Out-of-State Contact:

Requesting LEA Contact Information

Sending NH School District/LEA:

Name & Position of District Contact:

Email Address & Phone Number of District Contact: