



New Hampshire

Department of Education

Bureau of Special Education Support

New Hampshire Special Education Information System (NHSEIS)

Trainings

August Trainings

The New Hampshire Department of Education (NHED) Bureau of Special Education Support will be providing free webinars **via Microsoft Teams and in person** on the New Hampshire Special Education Information System (NHSEIS). The trainings are divided by the use of NHSEIS and include supporting documents.

August 2024				
			8/1/2024	8/2/2024
Mon	Tue	Wed	Thu	Fri
			NHSEIS Training for Special Ed Teachers, Providers and Others 9:00am-11:00am IN PERSON & NHSEIS Training for Administrators and Office Professionals 1:00pm-3:00pm IN PERSON	NHSEIS Training for Administrators and Office Professionals 9:00am-11:00am VIA TEAMS & NHSEIS Training for Special Ed Teachers, Providers and Others 1:00pm-3:00pm VIA TEAMS

August 2024				
			8/29/2024	8/30/2024
Mon	Tue	Wed	Thu	Fri
			NHSEIS Training for Administrators and Office Professionals 9:00am-11:00am IN PERSON &	NHSEIS Training for Special Ed Teachers, Providers and Others 9:00am-11:00am VIA TEAMS & NHSEIS Training for Administrators and

			NHSEIS Training for Special Ed Teachers, Providers and Others 1:00pm-3:00pm IN PERSON	Office Professionals 1:00pm-3:00pm VIA TEAMS
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REGISTRATION

Below are the registration links to click on to sign up for each training you are interested in attending via Microsoft Teams

Descriptions of each training session can be found below the registration information.

AUGUST NHSEIS Trainings		
<i>Training Area</i>	<i>Date/Time</i>	<i>Microsoft Teams Registration Link</i>
NHSEIS Training for Administrators and Office Professionals	August 2, 2024 9:00am-11:00am	https://events.gcc.teams.microsoft.com/event/3514ba17-fb8e-40eb-9037-d929a883d0a6@992deae9-1c4c-42c8-a310-5088af55ba74
NHSEIS Training for Special Ed Teachers, Providers and Others	August 2, 2024 1:00pm-3:00pm	https://events.gcc.teams.microsoft.com/event/2665c7bf-8223-4249-b0cc-5df54080d642@992deae9-1c4c-42c8-a310-5088af55ba74
NHSEIS Training for Special Ed Teachers, Providers and Others	August 30, 2024 9:00am-11:00am	https://events.gcc.teams.microsoft.com/event/fb675d64-de16-44b6-932e-6e1e9a3e8b1f@992deae9-1c4c-42c8-a310-5088af55ba74
NHSEIS Training for Administrators and Office Professionals	August 30, 2024 1:00pm-3:00pm	https://events.gcc.teams.microsoft.com/event/14ad76b7-6593-44da-956f-6923a9b891f3@992deae9-1c4c-42c8-a310-5088af55ba74

After registering via the Microsoft Teams link above, you will receive a confirmation email from for the training session you just registered for containing information about how you will join that specific training on the date and time noted in the chart above.

We encourage you to copy and paste the information you receive on how to join this webinar into your calendar on the day and time of the event to make it easier to locate the log in link on that day for that training.

Participants will receive a professional development certificate by email following each training they attend (within 1-2 business day).

Please note: The link that you receive is a unique login for you. Please do not share your link.

For questions about the various trainings, please contact Brandy Quinn-Richards at Brandy.A.Quinn-Richards@doe.nh.gov or (603) 271-2178

REGISTRATION

To register for the in person events on August 1st and August 29th, please email Connie Comire to attend. Her email is Connie.J.Comire@doe.nh.gov Please give your name, email, job title, organization, and date you wish to attend. You will receive a confirmation email from her for the training session you want to register for.

Training Descriptions

NHSEIS Training for Special Ed Teachers, Providers and Others

This professional development training includes an overview of the NHSEIS main menu page, including some general advice when entering student information in NHSEIS. Attendees are walked through the eligibility process and IEP process through the finalization of the IEP. Training also covers the student documents available in NHSEIS, such as the progress reports, written prior notice and the evaluation summary report. New features will be reviewed in detail. Please bring your question and/or suggestions.

NHSEIS Training for Administrators and Office Professionals

Participants will learn how to administer the use and maintenance of their NHSEIS site. The training will cover adding users (both external and local), user type authorities, adding students and the i4see connection, transferring students, assigning schools, assigning teachers, entering progress report periods, maintaining the calendar, reviewing postings, reporting, and sending Bureau of Student Support staff messages within the system.

