

REFERRAL TO PUPIL EVALUATION TEAM

The Kittery School Department will ensure that a special education referral process as required by Maine Special Education Regulations Chapter 101 7.8 is fully implemented.

Referrals by School Personnel Teachers may make a referral to the Pupil Evaluation Team to determine the need for special education services at any time. All such referrals shall be in writing, state the reason(s) for the referral, and shall document the teacher's efforts to accommodate the student's needs within the classroom by the provision of supplemental aids and services to the student. All such referrals shall be signed, dated, and submitted to the principal.

Referrals by Parents Parents may make a referral to the Pupil Evaluation Team to determine the need for special education services at any time. All such referrals shall be in writing, state the reason(s) for the referral and submitted to the principal. Oral requests for referral shall be immediately put in writing by the student's teacher, and/or principal and forwarded as appropriate. Parents shall not be required to complete any specific form to initiate the referral process.

Referrals by Others Representatives of state agencies that have students placed in their custody may make a referral to the Pupil Evaluation Team to determine the need for special education services at any time. All such referrals shall be in writing, state the reason(s) for the referral and be submitted to the principal/special education director.

At Risk Students The Kittery School Department shall screen all "at risk" students and, as appropriate, refer such students to the Pupil Evaluation Team to determine the need for special education services. An "at risk" student includes, but is not limited to, a student who has accumulated more than 45 absences or been suspended for more than 10 days within any school year, a student who has been hospitalized for emotional or behavioral issues, a student who has experienced an accident or illness than may result in a chronic or temporary impairment, etc.

The date of referral for compliance purposes with Chapter 101 is the date upon which the principal receives the appropriately completed written referral.

Revised: May 7, 1996

Adopted: May 21, 1996