

REFERRAL/PRE-REFERRAL OF STUDENTS WITH DISABILITIES

It shall be the policy of the Brunswick School Department to refer all school-age students suspected of having a disability that requires special education to the IEP Team for an evaluation in all suspected areas of disability. Referrals of students to the IEP team may be made by parents at any time, and by professional school staff *regardless of the results of the initial child find activities, but after completion of the general education intervention process. Other individuals or agency representatives (including representatives of the Department of Health and Human Services) with knowledge of the child may also make referrals.* Any such referral should be made in accordance with procedures that may be approved by the Superintendent of Schools.

Regardless of the source of the referral, a referral will be considered received by the Brunswick School Department on the date that the written referral is received by the Office of the Director of Special Services. It shall be signed and dated by the Director of Special Services or designee, thereby indicating the date of the receipt of that referral.

The Superintendent of Schools, in consultation with the Director of Special Services, may develop procedures for referral and the use of general education interventions within the Brunswick School Department, and may from time to time amend those procedures as necessary.

Legal Reference: Maine Department of Education Reg. Ch. 101, §§ II(16), III, IV(2)(D), (E), V(4)(A) (July 2015)

*Cross Reference: IHBAC: Child Find
IHBAA-R: Referral Procedures and General Education Interventions*

*Adopted: 7/9/08
Revised: 9/15/2011
Revised: 9/14/16*