

### **Referral/Pre-Referral**

It will be the policy of RSU 40 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.

Regardless of the source of the referral, a referral will be considered received by the RSU 40 on the date that the written referral is received by the office of the Director of Special Services. It will be signed and dated by the Director of Special Services/designee, thereby indicating the date of the receipt of that referral.

The Superintendent, in consultation with the Director of Special Services, may develop procedures for referral and the use of general education interventions within RSU 40 and may from time to time amend those procedures as necessary.

Legal References: Ch. 101, §§ II(17), III, IV(2)(D), (E), V(4)(A) (July 2011)  
(Maine Dept. of Ed. Rules)

Cross References: IHBAC – Child Find Intervention  
IHBAA-R – Referral Procedures and General Education Interventions

*This is a required policy.*

Adopted: August 15, 2013

Reviewed: May 4, 2017  
April 1, 2021