

# IHBAA - REFERRAL/PRE-REFERRAL OF STUDENTS WITH DISABILITIES

It shall be the policy of the Cape Elizabeth School Department (CESD) to refer all school-age students suspected of having a disability that requires special education to the IEP (Individual Education Program) 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 and by other persons knowledgeable about the child's educational needs. The referral may be made regardless of the results of the initial child find activities, and/or in accordance with procedures in 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 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 local school unit, and may from time to time amend those procedures as necessary.

## Legal Reference:

- Me. Dept. of Ed. Reg. Ch. 101, § II(23), III, IV(2)(D), €, V(4)(A) (May 2010)

## Cross Reference:

-IHBAC - Child Find -IHBAA-R - Referral Procedures and General Education Interventions

## Adopted:

- April 8, 2008

## Revised:

- November 13, 2012

## Reviewed:

- January 14, 2014 -October 11, 2022