

**REFERRAL/PRE-REFERRAL OF STUDENTS WITH DISABILITIES  
MEDWAY SCHOOL DEPARTMENT**

It shall be the policy of Medway 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 and other persons knowledgeable about the child's educational needs. 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 unit on the date that the written referral is received by the office of the Director of Special Education [It shall be signed and dated by the Special Education Director or designee thereby indicating the date of the receipt of that referral.

The Superintendent of Schools, in consultation with the Director of Special Education, may develop procedures for referral and the use of pre-referral interventions within the local school unit, and may from time to time amend those procedures as necessary.

Legal Reference: Ch. 101, §§ II(27), III, IV(2)(D), (E), V(4)(A) (Me. Dept. of Ed. Rules (July 2011).

Adopted: 5.1.12