

**REFERRAL/PRE-REFERRAL OF STUDENTS WITH DISABILITIES**

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It shall be the policy of Bangor School Department to refer all school-age students suspected of having a disability that requires special education to the Individualized Education Program (IEP) Team for an evaluation in all suspected areas of disability. Referrals of students to the IEP team may be made at any time by parents, professional school staff, and other persons knowledgeable about the child's educational needs. Any such referral should be made in accordance with procedures approved by the Superintendent of Schools and found in Regulation IGBAC.

Regardless of the source, 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 Pupil Services. The referral shall be signed and dated by the Director of Pupil Services or designee, thereby indicating the date of receipt.

The Superintendent of Schools, in consultation with the Director of Pupil Services, 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, III, IV(2)(D), (E), V(4)(A) (Me. Dept. of Ed. Rules (May 2013)).

ADOPTED: February 3, 1992  
REVISED: February 9, 2011  
REVIEWED: October 23, 2018

