

## REFERRAL TO PUPIL EVALUATION TEAM (PET)

The Sanford School Department will ensure that a special referral process as required by Maine Special Education Regulations Chapter: 101 7.8 is fully implemented.

**Referrals by School Personnel-** Teachers may make a referral to the P.E.T. (Pupil Evaluation Team) to determine the need for special education services after recommended alternatives to referral have been implemented, and the parent has been informed of the reasons for the referral. Such referrals shall be in writing, stating the date of referral, and shall document the teacher's efforts to accommodate the student's needs within the classroom by the provision of supplemental aids, (materials and devices) and services to the student. All such referrals shall be obtained from the building principal or P.ET. coordinator, signed, dated and submitted to the building principal.

**Referrals by Parents** - Parents may make a referral to the P.ET, (Pupil Evaluation Team) to determine the need for Special Education Services at any time\*. All such referrals shall be in writing, stating the reason(s) for the referral and submitted to the building principal or P.ET. coordinator. Oral requests for referral shall be immediately put in writing on the referral form by the Classroom Teacher, Building Principal or Director of Special Education or designee and forwarded as appropriate.

**Referrals by Others-** Representatives of State agencies that have students placed in their care or custody may make a referral to the P.ET. to determine the need for special education services. All such referrals shall be in writing, stating the reasons for referral and submitted to the Building Principal, Director of Special Education or designee.

**At Risk Students** - The Sanford School Department shall encourage the use of Student Assistance Teams as Pre-referral Interventions for "students at risk". The S.A.T. or pre-referral intervention team as appropriate shall refer such students to the P.E.T. to determine the need for special education services. An "at risk" student includes, but is not limited to a student who has accumulated more than

45 absences or been suspended for more than 10 days within any school year, a student who has been hospitalized for emotional issues, a student who has experienced an accident or illness that may result in a chronic or temporary impairment. Referral to the P.E.T. may not constitute identification or placement in Special Education.

The **Date of Referral** for compliance purposes with Chapter 101 is the date upon which the building principal, P.E.T. coordinator or Special Education Director signs the written referral.

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SANFORD SCHOOL DEPARTMENT