

Youth Educational Services (Y.E.S.) Referral Procedures

STUDENT IDENTIFICATION

“School districts shall develop systems designed to identify pupils with disabilities beginning at birth, pupils with disabilities attending public and nonpublic school, and pupils with disabilities who are of school age and are not attending any school. The district’s identification system shall be developed in accordance with the requirement of nondiscrimination and included in the district’s total special education system plan.” [M.R. 3525.0750]

1. **Child Find Activities:** Youth Educational Services shall conduct ongoing activities designed to identify students who may require special education. These activities shall include, but are not limited to:
 - a. **Community Outreach:** Youth Educational Services shall prepare and disseminate information regarding available services and referral procedures for students, ages 14 through 21, who may be in need of special education. The district shall insure that such information is available in the native language of its non-English speaking residents. Dissemination may be made via public news releases (i.e., newspapers, radio, etc.), school bulletins, brochures, speaking engagements to parent and civic groups, etc. Records of new releases, speaking engagements and copies of disseminated information shall be maintained as appropriate.
 - b. **Coordination With Referring Agencies:** Youth Educational Services personnel shall provide information regarding available services, referral procedures, forms, etc. to all community agencies, groups and individuals who have contact with students ages 14-21. Community agencies and groups shall include, but are not limited to:
 - 1) Physicians, clinics and hospitals;
 - 2) Public health agencies;
 - 3) Public and private social service agencies;
 - 4) Public and private schools;
 - 5) Mental health service agencies; and
 - 6) Local chapters of parent associations
 - c. **Review of Student Progress:** All students shall have their progress reviewed to determine if they may be in need of special education. This shall include, but is not limited to:
 - 1) A periodic review of student record by the student’s advisor; and
 - 2) A review of the education record and/or interview with the parent of each new student by the building principal (or designee).

2. Special Education Referral: When a student in grades 9-12 is having difficulty within the general education setting a Special Education Referral Form shall be completed. The form may be completed solely by the referring person(s) or by the referring person in conjunction with the site administrator or others, as appropriate. The completed form is given to the Student Support Team which will be comprised of the special education teacher, due process specialist, student's academic advisor and/or referring teacher/s. The referral will be placed on the agenda of a scheduled Student Support meeting. Special Education Referral Forms for nonpublic students shall be directed to the Youth Educational Services administrator or designee. Note: The referring person(s) must contact the student's parent and inform them a Special Education Referral Form is being completed.