

Special Consideration requests must be submitted within the open assessment window of each specific applicable MEA. The [MEA calendar](#) is located on the assessment webpage.

What is a Special Consideration?

A Special Consideration is a request for a student to be exempt from participation in a required Maine Educational Assessment (MEA) due to medical reasons. This request must be submitted within the open assessment window of each specific applicable assessment.

Who is eligible for a Special Consideration?

Students receiving academic instruction in grades 3-8 and 3rd year of high school must participate in state assessments and are therefore eligible for a Special Consideration if the student is unable to participate in either instruction and/or assessment. In these rare instances, a request for a Special Consideration, or Maine DOE approval of non-participation, must be submitted.

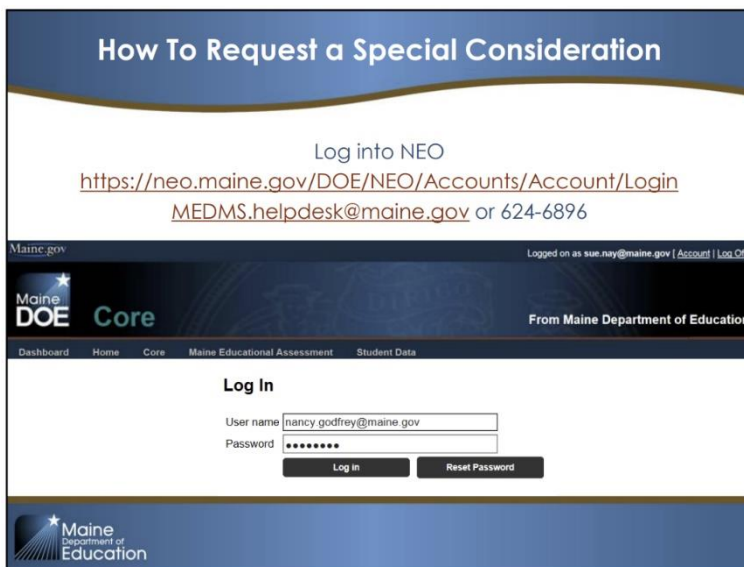
Special Consideration requests must be based on a decision made by an educational team. This educational team collects and reviews information and documents the decision to make a request. Family members must be consulted and included in the decision-making process.

Criteria for Exemption:

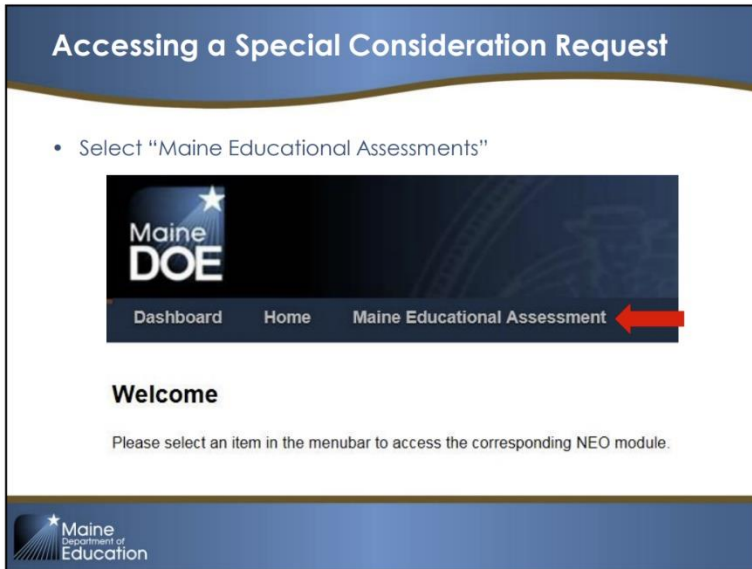
Significant Medical Emergency - This includes long-term hospitalization without access to academics, severe trauma, mental health crisis (student is in danger to self or others), or placement in hospice care. A Medical Emergency may also include medically fragile students who are not able to participate in any academic activity and/or statewide assessment due to a debilitating disease.

**Absence due to behavior issues, suspensions, and truancy do not meet the definition of a medical emergency, and therefore are not eligible criteria for a Special Consideration exemption request.

A student's family are a necessary part of the request for exemption. If parents do not agree that their student be exempt from the assessment, the student must participate in the MEA. Family members must also be aware that medical documentation may be required that contains student's private information. Parents should be reassured that this information will be viewed by the DOE Special Consideration committee only.

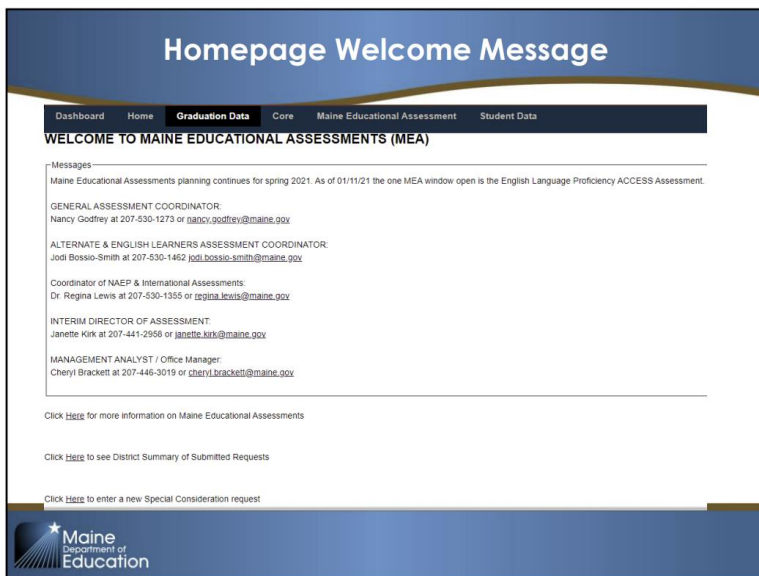


The Special Consideration Module has limited access. Users must have login credentials to the NEO Maine Educational Assessments module. If a Principal or DAC, does not have login credentials, contact the MEDMS.helpdesk@maine.gov or 624-6896. Once NEO portal/MEA module login credentials are obtained, log into the NEO portal at the URL on the top of the slide.



Select *Maine Educational Assessments which is the module for Special Considerations. The number of available tabs may differ depending upon NEO permissions.

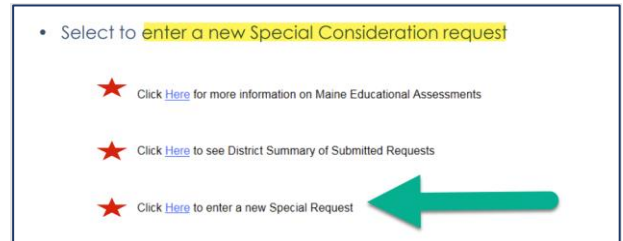
The landing page of the module provides a MEA Special Consideration Message with an overview of the process and contact information. This message may change during spring assessment windows.



The bottom of the welcome page provides three direct links.

The first *Click Here takes you to the MECAS assessment home page.

The second *Click Here takes you to summaries of submitted requests. The third *Click Here takes to a new Special Consideration request.



Submitting a Special Consideration Request:

Section 1 Student Information

Enter the 9-digit State Student ID number in the *blank box shown. . The student’s name and grade will self-populate in the fields below. Before proceeding, please ensure this information is correct.

The lower screenshot shows by entering this student’s SSID number it prepopulated student *Adam SampleStudentTen, enrolled as a 12th grader, and is not an alternate assessment taker shown by the *N for no.

Section 2 Enrollment Information: If the student enrollment is current and accurate in Synergy, all fields in section 2.0 will populate automatically.

If section 2.0 does not self-populate after entering SSID number in Section 1.0, the student enrollment may not be correct in Synergy.

Check your enrollment data and/or contact MEDMS.helpdesk@maine.gov or 624-6896.

Section 3 Assessment:

All MEA assessments with active assessment windows and are applicable to the student will be available for request. This screen will differ from the example provided. Select the applicable assessment from which you are seeking a special consideration.

If requesting multiple assessment exemptions, such as 5th grade Math & Reading, Language Usage AND 5th grade Science, two separate requests must be submitted due to possible variances in assessment administration windows. The opportunity to request a special consideration for an assessment ends with the close of that particular assessment window.

3.0 Assessment – Partial Request

✦ **Mathematics and ELA/Literacy BOTH**
 ✦ **Math ONLY or ELA/Literacy ONLY**

Applicable for General/TBD and Alternate/MSAA

[TBD] – ELA/Literacy **AND** Mathematics - [xx/xx/2021 - xx/xx/2021]


[TBD] – ELA/Literacy **ONLY**

[TBD] – Mathematics **ONLY**

[MSAA] – ELA/Literacy **AND** Mathematics - [03/15/2021 - 04/30/2021]

[MSAA] – ELA/Literacy **ONLY**

[MSAA] – Mathematics **ONLY**




Requests may be made for *BOTH NWEA Math and Reading /Language Usage or partial requests for *Math ONLY or ELA/Literacy ONLY. Partial requests may be made for both NWEA and the MSAA. Partial requests may be applicable if a student has a medical emergency during a specific timeframe within the assessment window that only impacts the administration of a single element of the assessment.

4.0 Reason

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SIGNIFICANT MEDICAL EMERGENCY ?

? Medical Emergency includes long-term hospitalization without access to academics, severe trauma, mental health crisis (student is in danger to self or others), or placement in hospice care or mental health facility. A Medical Emergency may also include medically fragile students that are not able to participate in any academic activity and/or statewide assessment due to a debilitating disease.



Section 4: Rationale


Significant Medical Emergency is the only rationale permitted for a special consideration from the MEA. Hovering over the *question mark will provide the pop-up definition.

5.0 Assurance By Principal

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5.0 Assurance by Principal Provide Answer to each Question *

? Did a team convene to discuss this request? Yes No
 ? Does the student agree with this request? Yes No
 ? Is the parent aware of the request and agreed to share relevant information with the Maine DOE Special Consideration Review Team as needed? Yes No
 ? I certify that this student cannot participate in INSTRUCTION, even with accommodations, during the assessment window (applicable to Medical Emergency only) Yes No
 ? I certify that this student cannot participate in this ASSESSMENT, even with accommodations, during the assessment window. Yes No



Section 5: Assurance by Principal These yes/no questions are required. If a student cannot communicate an agreement, please mark this as no. Question 3 question denotes that a parent has consented to this request for exemption. **Please print the consent form for parent signature and place the form in the student’s cumulative file** for future reference as to why a student will not have an MEA student result report. Questions 4 & 5 denote that the Principal certifies that the student cannot participate in instruction or assessment.

6.0 Justification (cont.)

Significant Medical Emergency

Narrative..... Required

REQUIRED

File #1:	Choose File	No file chosen
File #2:	Choose File	No file chosen
File #3:	Choose File	No file chosen
File #4:	Choose File	No file chosen

Maine Department of Education

Section 6: Justification: Justification for each request must be provided to the Department. Please provide a narrative explanation of the request in the text box. The narrative must include the date the student is expected to return to in-person instruction. The narrative must also include what information, options or accommodations have been provided to the family in order for the student to participate in the assessment.

An example of a justification would be:<student> has been placed out of school due to potential safety concerns and is not currently permitted to engage in educational activities in a school setting until this student has been reassessed and deemed safe to return.(Student) was admitted to Acadia Hospital on mm/dd/yyyy.

****After typing in the justification text box, press your *TAB instead of ENTER**

After entering the narrative justification in the box: Select *Choose File to search for files on your hard drive you'd like to upload • Once you've browsed for any file or files you want to upload, double click to add file(s). **Medical documentation must be uploaded into the request in order for the special consideration to be submitted**

Examples of Medical Emergency documentation include:

- Medical Professional or Doctor's note,
- Medical records or narrative from a medical professional explaining the need for exemption,
- Admittance to a hospital or other placement
- e-mails justifying medical emergency, etc.

This documentation must be from a medically trained professional on an official letterhead.

7.0 Requesting SAU Certification

7.0 Requesting SAU Certification (Required)

"I hereby certify that, to the best of my knowledge, the information contained in this request is correct; and that I am authorized to provide this general assurance. I also assure the Maine Department of Education that all documentation, if applicable, supporting this request complies with all state requirements."

7.0 Requesting SAU Certification

Maine Department of Education

Section 7 requires that all Principals provide certification of each request, certifying that to the best of your knowledge, the information contained in this request is correct, and that you are authorized to provide this general assurance. You also assure the Maine Department of Education that all documentation supporting this request are accurate.

Section 7.0 Requesting SAU Certification, and 8.0 Responsible SAU Authorization

If the student receives instruction in an SAU that is not responsible for the student, both steps 7.0 and 8.0 are required. If the requesting and responsible district are the same, *Not Applicable will appear in 8.0

7.0 + 8.0 SAU Certification/Authorization

Enrollment Scenario #2 and #3 – multiple entities

7.0 Requesting SAU Certification

Requesting SAU: Spurwink School Inc
By: Elton Caywood
Date: 04/05/2019

★ Certify and Submit to Responsible SAU

8.0 Responsible SAU Authorization

Authorized By: Lakshmi Nair
Date: 04/05/2019

Maine Department of Education

8.0 Responsible SAU Authorization

Enrollment Scenario #2 & #3

8.0 Responsible SAU Authorization

★ Authorize and Submit to DOE ★ Decline Cancel

★ Rejected [View Request Consent Form](#)

Maine Department of Education

Section 9: Status Determination

Once a request is submitted to Maine DOE, a status will be determined.

If Incomplete, a narrative in the Section 10.0 Comments box should appear indicating the reason and what further information is needed.

The status determinations are as follows:

Authorize, Reauthorize, Rejected, New, Incomplete, Pending, Denied, or Approved

The person requesting the Special Consideration will receive an automatic e-mail once the DOE has made a determination from doe-neo-account-do-not-reply@maine.gov, subject 'MEA Request for Special Considerations...'.
Please do not reply to this email, rather log into the NEO MEA module and communicate back and forth via the comment boxes.

9.0 DOE Status Determination

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Determination:
By:
Date:

Incomplete Pending Approved Denied Cancel

Maine Department of Education

Please do not reply to this email, rather log into the NEO MEA module and communicate back and forth via the comment boxes.


10.0 Comments (SAU & DOE)

10.0 Comments

10.1 SAU Comments: **Comment:** **Date:** **By:**

10.2 DOE Comments: **Comment:** **Date:** **By:**

[Save Comments](#)




Section 10.0 provides a mechanism for communication between the SAU and the Maine DOE Special Considerations team. As new comments are added, please ensure all historical comments remain.

Once a new comment is added, **click *Save Comment.** **Please be sure to** return to your submission for any further action. Unfortunately, you will not receive an email notification a new comment/communication is available.

Click [Here](#) to see District Summary of Submitted Requests

Click [Here](#) for more information on Maine Educational Assessments

Click [Here](#) to see District Summary of Submitted Requests 

Click [Here](#) to enter a new Special Request

You may check the status of your request(s). Navigate back to the MEA module welcome/landing page and *Click Here for the Summary of District Requests.

District Summary of Submitted Requests

The 'District Summary of Submitted Requests' will be displayed with the SAU, and School information in the drop downs. Use the Status dropdown to view specific determinations.

MAINE EDUCATIONAL ASSESSMENTS (MEA)

REQUEST FOR SPECIAL CONSIDERATION SUMMARY

School Year:

SAU:

Status:

New – Incomplete – Pending – Denied - Approved

