



Maine Educational Assessments (MEA) Special Consideration Exemption

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 reasons of significant medical emergency. This request must be submitted within the open assessment window of each specific applicable assessment. The [MEA calendar](#) is located on the assessment webpage.

Who is Eligible for a Special Consideration?

The Maine Department of Education (DOE) is required to assess:

- Public school students in mathematics and reading/ELA annually in grades 3-8 and at one point in high school
 - For the Maine Through Year Assessment, the fall and spring administrations are required.
 - For students identified to participate in the alternate assessment, MSAA is administered in the spring.
- Public school students in science at three grade levels (grade 5, grade 8, and third year high school)
- Public school students identified as multilingual learners in English Language Proficiency in grades K-12

Students may be eligible for a special consideration exemption if the student is unable to participate in both in-person instruction and assessment due to a significant medical emergency. In these instances, a request for a special consideration exemption 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.

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

Note: Parent/guardian approval does not need to be obtained for students of at least 18 years of age or emancipated minors.

Criteria for Exemption:

Significant Medical Emergency - This includes long-term hospitalization without access to academics, severe trauma, mental health crisis (e.g., 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 or condition.

Absence due to 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 special consideration exemption cannot be granted solely due to the characteristics of a student's disability.

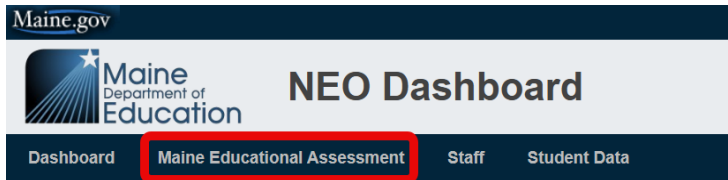
Instructions for Submitting a Special Consideration Exemption

The Special Consideration Module has limited access. Users must have login credentials to the NEO Maine Educational Assessments module. If the principal does not have login credentials, the Superintendent can request access by completing the [Access Request Form](#). If questions arise, contact the Maine Education Data Management System Support Team at MEDMS.Support@maine.gov or 624-6896. Once NEO login credentials are obtained, log into [NEO](#).



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Select Maine Educational Assessment to access the Special Consideration Module.



The landing page of the module provides contact information for each member of the Assessment Team, as well as a link to the website where the Special Consideration request directions can be found.

The bottom of the welcome page provides three direct links. To submit a Special Consideration request, click the third link: *Enter a new Special Consideration request*.

WELCOME TO MAINE EDUCATIONAL ASSESSMENTS (MEA)

Messages

2026-2027 Assessments

CHIEF OF THE OFFICE OF FEDERAL PROGRAMS:

Janette Kirk at 207-441-2958 or janette.kirk@maine.gov

ALTERNATE & ENGLISH LEARNERS ASSESSMENT COORDINATOR:

Mechelle Ganglfinger at 207-242-4244 or mechelle.ganglfinger@maine.gov

READING, MATH, & SCIENCE ASSESSMENT COORDINATOR:

Krista Averill at 207-215-6528 or krista.averill@maine.gov

NAEP & INTERNATIONAL ASSESSMENT COORDINATOR:

Dr. Regina Lewis at 207-530-1355 or regina.lewis@maine.gov

OFFICE SPECIALIST:

Daniella Crone at 207-624-6637 or daniella.m.crone@maine.gov

DATA ANALYST:

Leah Jarvis at 207-441-0207 or leah.jarvis@maine.gov

Special Consideration Request Form Instructions:

https://www.maine.gov/doe/Testing_Accountability/MECAS

[View more information on Maine Educational Assessments](#)

[View District Summary of Submitted Requests](#)

[Enter a new Special Consideration request](#)



Maine Educational Assessments (MEA) Special Consideration Exemption

1.0 Student Information

Enter the State Student ID number.

1.0 Student Information

Student ID: *



Student Name:

The student's name, grade, and applicable alternate assessment flag fields will self-populate. Before proceeding, please ensure this information is correct.

2.0 Enrollment Information

If the student enrollment is current and accurate in Connect, 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 Connect.

Check your enrollment data and/or contact MEDMS.Support@maine.gov or 207-624-6896.

3.0 Assessment

All MEAs with active assessment windows applicable to the student will be available. Select the applicable assessment from which you are seeking a special consideration exemption.

If requesting multiple assessment exemptions, such as Math & Reading AND Science, separate requests must be submitted for each assessment. The opportunity to request a special consideration exemption is only available during the active administration window.

Partial requests for math only or reading/ELA only may be made for both the Maine Through Year Assessment and 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 content area of the assessment.

4.0 Reason

Significant Medical Emergency is the only rationale permitted for a special consideration exemption from the MEA.

4.0 Reason

SIGNIFICANT MEDICAL EMERGENCY

☐ 



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5.0 Assurance by Principal

These yes/no questions are required. If a student cannot communicate an agreement, please mark this as no.

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/guardian aware of the request and has agreed to share relevant information with the Maine DOE Special Consideration Review Team as needed? (Note: This does not apply if the student is of at least 18 years of age or an emancipated minor.)

☐ Yes ☐ No

I certify that this student cannot participate in INSTRUCTION, even with accommodations, during the assessment window.

☐ Yes ☐ No

I certify that this student cannot participate in this ASSESSMENT, even with accommodations, during the assessment window.

☐ Yes ☐ No

6.0 Justification

Justification for each request must be provided to the Maine DOE.

6.0 Justification *

File #1: No file chosen

File #2: No file chosen

File #3: No file chosen

File #4: No file chosen

Please provide a detailed 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, if applicable. The narrative must also include what information, options, or accommodations have been provided in order for the student to participate in the assessment.



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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 and is expected to return on mm/dd/yyyy.

After entering the narrative justification in the box, select “Choose File” to upload. **Medical documentation must be uploaded into the request for the special consideration to be submitted.**

Examples of acceptable 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

This medical documentation must be from a medically trained professional on an official letterhead. The medical professional cannot be an immediate family member.

7.0 Requesting SAU Certification and 8.0 Responsible SAU Authorization

All submissions must be certified in section 7.0.

If the student receives instruction in an SAU that is not responsible for the student, responsible SAU authorization is also required.

If the requesting and responsible SAU are the same, *Not Applicable* will appear.

9.0 Status Determination

Once a request is submitted, the Special Consideration Review Team will provide a determination of Approved, Denied, or Incomplete within two weeks.

If the special consideration exemption request is determined to be incomplete, a comment will appear indicating the reason and what further information is needed.

The superintendent and the principal will receive an automatic e-mail from doe-neo-account-do-not-reply@maine.gov once the Maine DOE has made a determination.

10.0 Comments

Section 10.0 provides a mechanism for the Maine DOE Special Considerations Review Team to provide an initial response regarding the status of the exemption requests. Further communication will be conducted via email or phone directly with the applicable Maine DOE Assessment Coordinator.



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Checking the Status of a Request

To check the status of your request(s), navigate to the MEA module homepage and select *View District Summary of Submitted Requests*.

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