

### 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?

Students receiving academic instruction in grades 3-8 and one 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 assessment due to a significant medical emergency. In these rare instances, a request for a Special Consideration, or Maine Department of Education (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. Parents/guardians must be consulted and included in the decision-making process.

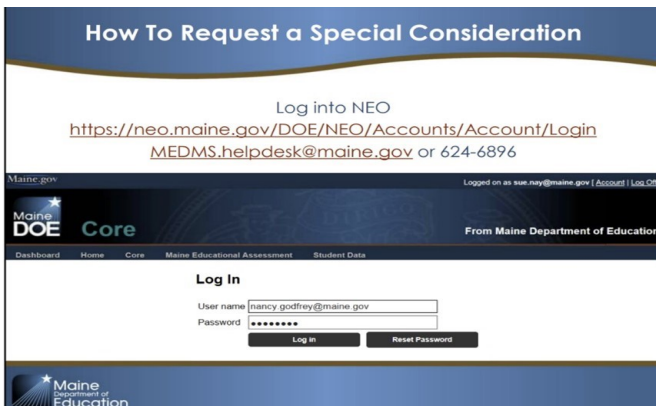
### Criteria for Exemption:

**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 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 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 Consideration committee only.

### Instructions for Submitting a Special Consideration Exemption



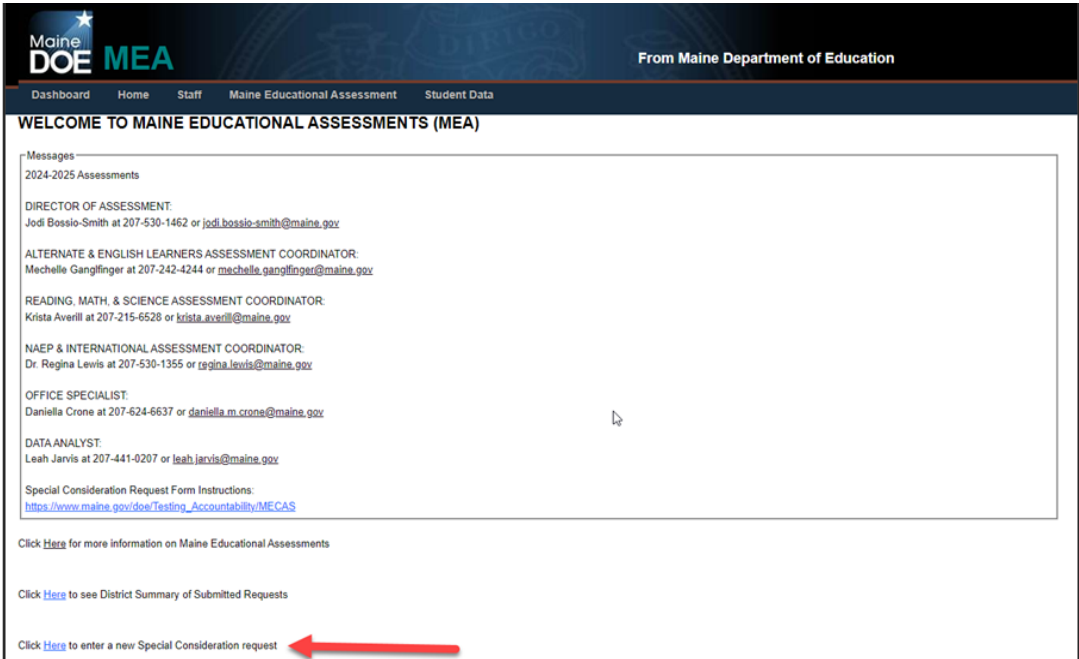
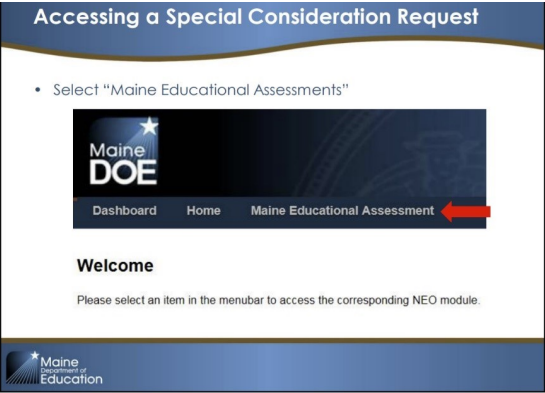
The screenshot shows a web page titled "How To Request a Special Consideration". It provides instructions for logging into the NEO system. The text includes: "Log into NEO", the URL "https://neo.maine.gov/DOE/NEO/Accounts/Account/Login", and contact information "MEDMS.helpdesk@maine.gov or 624-6896". Below this is a login form with fields for "User name" (containing "nancy.godfrey@maine.gov") and "Password" (masked with dots). There are "Log In" and "Reset Password" buttons. The page also features a navigation bar with links to "Dashboard", "Home", "Core", "Maine Educational Assessment", and "Student Data". The footer includes the Maine Department of Education logo and the text "From Maine Department of Education".

The Special Consideration Module has limited access. Users must have login credentials to the NEO Maine Educational Assessments module. If a Principal or District Assessment Coordinator 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 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: *Click Here to enter a new Special Consideration request*.



## 1.0 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 how, by entering this student's SSID number, the student's name, grade, and alternate assessment flag are prepopulated.

## 2.0 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 624-6896 or MEDMS.helpdesk@maine.gov.

3.0 Assessment

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

If requesting multiple assessment exemptions, such as Math & Reading AND Science, separate requests must be submitted for each assessment 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.

Requests may be made for:

- Both Math **AND** Reading/ELA
- Math ONLY **OR** Reading/ELA ONLY

Partial requests for math only or reading/ELA only may be made for both Maine Through Year 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 from the MEA. Hovering over the question mark (?) will provide the pop-up definition.

4.0 Reason

4.0 Reason

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.

5.0 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. Questions 4 & 5 denote that the Principal certifies that the student cannot participate in instruction or assessment.

5.0 Assurance By Principal

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Did a team convene to discuss this request?

Does the student agree with this request?

Is the parent aware of the request and agreed to share relevant information with the Maine DOE Special Consideration Review Team as needed?

I certify that this student cannot participate in INSTRUCTION, even with accommodations, during the assessment window (applicable to Medical Emergency only)

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

Provide Answer to each Question \*

Yes No

Yes No

Yes No

Yes No

Yes No

September 2024

6.0 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, if applicable. 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 entering the narrative justification in the box: Select “Choose File” to search for files 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

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

7.0 Requesting SAU Certification & 8.0 Responsible SAU Authorization

**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.

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

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

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

7.0 + 8.0 SAU Certification/Authorization

Enrollment Scenario #2 and #3 – multiple entities

7.0 Requesting SAU Certification

Requesting SAU: Spunk 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/Comment Form

Maine Department of Education

9.0 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 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](mailto: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:

IncompletePendingApprovedDeniedCancel



10.0 Comments (SAU & DOE)

**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.

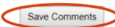
Once a new comment is added, **click \*Save Comment. Please be sure to** return to your submission for any further action. Unfortunately, you will not receive an email notification a new comment/communication is available.


10.0 Comments (SAU & DOE)

10.0 Comments

10.1 SAU Comments:Comment:Date:By:

10.2 DOE Comments:Comment:Date:By:





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.

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

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: 2021

SAU: \*Please Select\*

Status: \*Please Select\*

New – Incomplete – Pending – Denied - Approved

