



**John F. Murphy Homes**

800 Center St.  
Auburn, ME 04210  
Phone: (207) 782-2726  
Fax: (207) 782-1734

**MMCC Locations:**

27 Charles St.  
Auburn, ME 04210  
Phone: (207) 786-7708  
Fax: (844) 886-3944

Fairview Elementary  
School  
397 Minot Ave.  
Auburn, ME 04210  
Phone: (207) 784-3559  
Fax: (207) 786-0787

24 Falcon Dr.  
Auburn, ME 04210  
Phone: (207) 333-3382  
Fax: (207) 333-3369

1371 Minot Ave.  
Auburn, ME 04210  
Phone: (207) 330-4877  
Fax: (207) 330-4879

655 Main St.  
Lewiston, ME 04240  
Phone: (207) 376-3311  
Fax: (207) 786-7277

180 Mt. Auburn Ave.  
Auburn, ME 04210  
Phone: (207) 241-0085  
Fax: (207) 241-0144

415 Rodman Rd.  
Auburn, ME 04210  
Phone: (207) 376-3022  
Fax: (844) 836-8951

60 Industrial Park Rd.  
Saco, ME 04072  
Phone: (207) 494-7304  
Fax: (844) 689-9674

**REQUEST FOR CONSIDERATION OF PLACEMENT PACKET**

When the IEP Team is considering The Margaret Murphy Centers for Children to be a potential placement for a student, we request that you fill out the attached referral form as thoroughly as possible. This form should be submitted along with the Consent to Disclose or Obtain Confidential Information Form and all documents listed below. Referrals to the Saco program should be sent to Dr. Rebekah Bickford, 60 Industrial Park Road, Saco, ME 04072, while referrals for any program in the Lewiston Auburn area should be sent to Michelle Hathaway, 415 Rodman Road, Auburn, ME 04210.

A referral is considered complete and ready for review when all of the following documents have been submitted:

- Letter from special education administrator indicating intent to refer
- Completed "Request for Consideration of Placement" form
- Signed form for "Consent to Disclose or Obtain Confidential Information"
- Current IEP
- Written notice from most recent IEP meeting
- Most recent psychological evaluation
- Most recent formal educational evaluation
- Informal Assessment Results (e.g. AIMSweb, other CBMs, reading & math assessments, etc.)
- Prior Functional Behavior Assessments, if available
- Incident & Discipline Reports or Summary
- Recent Grades
- Transcripts (high school students)
- Any standardized test scores not included in the IEP

Once a completed packet has been received, it will be reviewed by the MMCC admissions team within a week, and an observation will be scheduled in the student's current school setting. Upon completion of the observation the admissions team will reconvene to finalize the potential enrollment, and an intake meeting will be scheduled with parents or guardian. The specific plan for the student's transition to MMCC, and the timeline for that transition, will be determined collaboratively with officials from the sending school.



REQUEST FOR CONSIDERATION OF PLACEMENT PACKET

REQUEST FOR CONSIDERATION OF PLACEMENT

Date of Referral: _____	
Person Making Referral (Name & Position): _____	
<b>STUDENT INFORMATION</b>	
Student Name: _____	Date of Birth: _____ Age: _____
School Administrative Unit: _____	Grade: _____
MaineCare # (if applicable): _____	Student ID#: _____
Current School: _____	School Address: _____
Best School Contact Person (i.e. current teacher, special ed. teacher, case manager, etc.):	
Name: _____	Phone: _____ Email: _____
<b>RESIDENCE &amp; GUARDIAN INFORMATION</b>	
1. Parent/Guardian Name: _____	2. Parent/Guardian Name: _____
Relationship: _____	Relationship: _____
Address: _____	Address: _____
Home Phone: _____	Home Phone: _____
Cell Phone: _____	Cell Phone: _____
Work Phone: _____	Work Phone: _____
Email: _____	Email: _____
This student currently lives:	
<input type="checkbox"/> with both parents <input type="checkbox"/> with mother <input type="checkbox"/> with father <input type="checkbox"/> with other family member (name & relationship) <input type="checkbox"/> with foster parent <input type="checkbox"/> in group home (provide address): _____	
<b>REFERRAL INFORMATION</b>	
IEP Eligibility Category: _____	Date of Referral IEP Meeting: _____
Reasons for Referral (Why is current placement no longer appropriate to meet this student's needs?):	

