May Center School for autism and developmental disabilities

Our Admissions Process.

THANK YOU FOR CONSIDERING THE MAY CENTER SCHOOL FOR AUTISM AND DEVELOPMENTAL DISABILITIES IN CHICOPEE, MASSACHUSETTS!

We understand that the decision and process for placing your child into an out-of-district special education program can be challenging and confusing. We hope this step-by-step guide for our admissions process helps alleviate some of that confusion.

Please note: A referral is not necessary to begin the inquiry process or receive an informational tour of our school. We welcome anyone who is interested, school personnel and families alike, to schedule a visit at any time.

As always, please contact us with any questions or concerns.

STEP 1: REFERRAL PACKET SUBMISSION

The admissions process begins when a referral is submitted to the May Center School. Typically, the referral source is the public school district or relevant state agency, and this source is assuming responsibility for funding the student's placement. Alternatively, a parent may submit a private pay referral for their child.

Required documents for all referral packets:

- Referral letter from the public school district or funding source
- A current IEP (Individualized Education Program)
- An official diagnosis or a description of the child's presentation

When applicable, please also include:

- Prior evaluations by any professionals (i.e., PT, OT, Ed, Speech, Home, Psych., etc.)
- Behavior Support Plan or similar document
- Supporting skill and behavioral data or program reports
- Discharge summaries from any prior hospitalizations

STEP 2: REFERRAL REVIEW BY SCHOOL

Our school's clinical and educational teams review the submitted materials in order to determine if the school is a possible fit for the applicant. During the review process, the team may request additional materials or ask to speak with other parties knowledgeable about the student.

STEP 3: STUDENT SCREENING

Should the clinical and educational teams determine that the May Center is a possible fit for the applicant, a screening at the school is required in order to determine acceptance. In some cases, follow-up screenings are necessary.

Depending on the location and situation of the applicant at the time of the screening, we may be able to coordinate a screening at that location.

STEP 4: SCHOOL TOUR

We highly encourage families to tour the May Center School while they are on site for their child's screening.

STEP 5: ADMISSIONS DECISION

We will provide a final admissions decision to the referral source within 1-5 business days following the screening.

CONTACT US!

For all inquires about the Chicopee location, please contact
maycenterschoolwmass@mayinstitute.org

Or visit: www.mayinstitute.org/chicopee