

Assistive Technology Process

An Assistive Technology Device means any item, piece of equipment or product system whether acquired commercially off the shelf, modified or customized, that is used to increase, maintain or improve the functional capabilities of a child with a disability.

An Assistive Technology Service means any service that directly assists a child with a disability in the selection, acquisition, or use of an assistive technology device.

I. Prior to submitting a referral:

- Staff should clearly identify the areas of concern that assistive technology will address to aid the student in the education process
- Staff should try equipment/software that is already available in your building;
 - document what is currently being used
 - document what has been tried
- If the child is being successful with the current assistive technology choices, you do not need to refer to the Assistive Technology Team. You must document Assistive Technology on the 2-H in the Assistive Technology box only, based on the IEP Team decision.

II. Services Available through the Assistive Technology Department

1. Consultation (You must complete an SE-1)

Provided either to schools or staff. Consultative services include specific skill training, hardware or software support, assistance in adapting materials, assistance in acquiring additional equipment (hardware/software) or suggestions for using assistive technology to support student learning.

2. Student evaluation (You must complete an SE-1. You must have an IEP meeting and obtain parent permission for testing.)

A. Screening: This is requested for individual students. It will include an observation of the student to determine what software/hardware might be appropriate for the student. Assistance may also include evaluating a student's success with assistive technology. This will result in a written report.

B. Evaluation: This is requested for individual students. It will include meeting with the student, reviewing student records, evaluation of current system, input from teacher and parent, and an evaluation of the student response to various devices/programs. This will result in a written report.

Students typically referred for evaluation:

- students with significant physical disabilities who need assistance to access the curriculum.
- Students who may need equipment not available at the school.