

# **Enabling Technology Committee**

## Assistive Technology Referral Procedures

### **1) Referral Form:**

- Completed and signed by referring party
- Parent/Guardian Signature
- Signature of Special Education Coordinator
- Send completed referral to J. Lóser at the ISD

### **2) Screening Meeting:**

- Letter to schedule meeting
- Meet with TEAM; schedule next meeting as needed
- Send Report: depending on outcome, continue to step three

### **3) Evaluation:**

- Recommended ISD equipment is loaned to student (school use only)
- Observe student using equipment
- Provide Evaluation Survey to TEAM; completed surveys should be sent to J. Lóser
- Meet with TEAM to discuss outcome(s)
- Send Report: depending on outcome, continue to step four

### **4) Implementation:**

- Order equipment (PI & AI students are ISD responsibility; all other disability groups are the responsibility of the local district)
- Schedule IEPT to add the following:
  - ✓ Equipment needs
  - ✓ Staffing needs
  - ✓ Training as needed (student, staff, parent)
  - ✓ Specific assigned responsibilities

### **5) Follow-Up:**

- At the annual IEPT—AT should always be discussed as part of the IEP
- Surveys will be sent to gather information as needed
- TEAM should notify J. Lóser of any changes or additional needs