



Ionia Enabling Technology Committee

"Putting the tools into the hands that need them."

Ionia County Intermediate School District

2191 Harwood Road, Ionia, MI 48846

(616) 527-4900, x1404

Email: jloser@ioniaisd.org

Assistive Technology Evaluation Referral

Name: _____ Birth Date: _____

District/School: _____ Grade: _____ Disability Classification: _____

Parent/Guardian: _____ Phone: _____

Street: _____ City: _____ Zip: _____

TEAM Members (list everyone on the TEAM—including email addresses):

Gen. Ed. Teacher: _____ Spec. Ed. Teacher: _____

OT: _____ PT: _____ Speech: _____

ParaEducator: _____ SSW: _____

Other: _____

Reason for Referral (mark only those that apply):

Written Expression: _____

Reading: _____

Math: _____

Communication: _____

Other: _____

(Signature of Referring Person)

(Position)

(Date)

(Parent/Guardian Signature)

(Date)

(Signature of Spec. Ed. Coordinator)

(Date)

Return Referral to: Jim Lóser, Planner/Monitor & Assistive Technology Coordinator

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

Return Referral to: Jim Lóser, Planner/Monitor & Assistive Technology Coordinator