

Policy and Procedures for Assistive Technology Referrals in the Red Clay Consolidated School District.

- The IEP or 504 Service Agreement team meets and identifies the need for Assistive Technology services.
- An Assistive Technology Referral form must be completed and returned to Debra George ATP. A check list is provided to help make sure all information is being completed and sent in with the referral.
- Once the AT referral is reviewed an AT consultation will be completed for all referrals unless otherwise specified. If there is a need for an Assistive Technology evaluation the ED will be notified so that a permission to evaluate will be obtained.
- If more information is needed, the team may be asked to hold a SETT meeting to further identify the student's needs. A SETT meeting considers the student's needs, environment, tasks and tools that are needed to access the curriculum. The team may invite the Assistive Technology to assist with this process. The following information is included in the SETT process:

S – the Student:	abilities and difficulties related to assistive technology concerns,
E – the Environment:	descriptions of factors that pertain to the locations where the student is having difficulty,
T – the Tasks:	lists of the tasks that the team has decided the student needs to accomplish – generally the IEP goals,
T – the Tools:	tools or strategies to consider in helping the student accomplish the defined tasks.

- If an AT referral is made for a student requiring an Augmentative Communication Evaluation or Consultation, the referral will be sent to Debra George ATP and will be given to Dayna Fields ACC Consulting therapist who will then complete the service/trials and training needed. A report will be sent to the building ED (Educational Diagnostician) for distribution to the team.
- The Educational Diagnostician will place a copy of the documentation in the student's IEP, Audit file and provide the student's parent with a copy.
- If assistive devices are needed, training on the devices will be completed. Loan of a device or software on a computer is only for

the current school year. If the student continues to require the device to access his curriculum, then the device will be reassigned to the student for the following year.

- If the student is given a trial period for use of equipment or devices, it will be the responsibility of team members to collect data and time lines.
- Following the trial period, the team should meet to document the need for Assistive Technology on the IEP or 504 Service Agreement.
- Once the student has a device or equipment the team must notify the AT staff if they require further training on the device, no longer need access to the equipment, or if they have abandoned the equipment.

Students who have had a trial with a device and have been without AT services for over a year, will need to go through the AT referral process and SETT meeting again.

July 2018