

Policies for identifying students with a Print Disability Part B

1. Obtain a permission to evaluate in order to give the UPAR
2. Give the student the UPAR test and determine if they are eligible for the read aloud accommodation. Debra George is available to assist with this process should you need help.
3. If the UPAR indicates that the student is eligible, **Complete an Assistive Technology Referral form** – form is located on the intranet under Special Services/Assistive Technology and on Schoology
 - If you are new to the AT process, feel free to email me at debra.george@redclay.k12.de.us and AT will set up a time to assist you.
 - The first page is a check list that will guide you in what other information will be needed with the AT referral
 - You do not need to include a student handwriting sample if the referral is for a Print Disability
 - Include a print out of the results from the UPAR
 - Include a completed, signed copy of the Print Disability form B (located on the intranet under Special Services/Assistive Technology).
 - Include a copy of the SETT form if this was completed.
 - Send the AT referral and all the information through **EMAIL** to debra.george@redclay.k12.de.us
 - Send proper paper work (excludes the AT referral) to Deborah.Shepherd@redclay.k12.de.us for testing accommodations
- A list of text books needed should be obtained by the ED from the teachers. A book form must be completed in order to get the correct books needed for each class. Teachers are encouraged to see if the books are already provided through the publisher on the book web site first.
- If the books are not provided through the publisher on the web site, they will need to be acquired through AIM of Delaware or Bookshare.org.
- If the ED's do not currently have an account with Bookshare, AT will set you up with an account and instruct you on how to obtain books through Bookshare.org. Books may be obtained through Bookshare.org very quickly. (You will need to be a Digital Rights Manager in order to access books through AIM of Delaware). All books must be sent in to order through AIM of Delaware and it may take months to obtain the digital books. Orders must be placed in advance. However, placing orders in advance is not necessary if you are using Bookshare.org.
- AT will set up the student's Chromebook in most cases with access to a text reader for Bookshare and voice.
- AT may consult with Spec Ed teachers and EDs concerning accessing the books selected and/or with the student.