

## LOCKPORT AREA SPECIAL EDUCATION COOPERATIVE

### Assistive Technology Student Consultation Procedures

2017-2018

\*\*\* If AT is on a student's IEP and/or you are doing a Domain, you only need to update AT if there is a reason to **CHANGE** the recommendations. A formal AT Consult and parent permission is NOT required if the team is looking for additions or adjustments to the current recommendations. Contact the AT Consultant directly and proceed to #3.

\*\*\*If AT is on not on a student's IEP and/or you are doing a Domain, please use the [AT Consideration Gulde](#) to determine if AT should be considered.

\*\*\*If at an Annual Review Meeting, check yes or no under the Student Information Section in EasyIEP. If yes, write in specific task identified on guide. For example, "Explore AT solutions for handwriting that is illegible" and proceed to #1.

1. The student's Case Manager/Team Member completes [Request for Assistive Technology Student Consultation Form](#) and submits to Special Education District Administrator to Signature. If student is in a LASEC program, the form will be submitted to the LASEC Program Administrator for signature and then he/she **will** forward to the District Special Education Administrator.
2. Once all of the required signatures are obtained on the [Request for Assistive Technology Student Consultation Form](#), the student's Case manager/Team Member will be instructed to send home the [Parent Permission for Assistive Technology Consultation Form](#). Student's Case Manager/Team Member will return signed form to the District/LASEC Program Administrator.  
*{IF THE REQUEST IS MADE AT A DOMAIN OR IEP MEETING THE PARENT PERMISSION HAS BEEN GRANTED AND, THEREFORE, NOT REQUIRED}*
3. **Completed/Signed [Request for Assistive Technology Student Consultation Forms and Parent Permission for Assistive Technology Consultation Forms](#) will be forwarded to Linda McGinnis. She will contact the team member requesting the consultation (Name/ email from request form) to schedule visit(s). The visit(s) may involve any or all of the following: team questionnaire, observation and/or working with the student, discussion with staff.**
4. **A written summary of the Assistive Technology Consultation recommendation will be written and sent to the team member who made the initial request, the District Special Education Administrator and LASEC Program Administrator, if applicable.**
5. **Before an AAC device or any other assistive technology is recommended for purchase a 1-3 month trial period is completed. Consultant may be contacted via email, phone or on-site follow-ups (Tuesdays), if needed. A [Trial Summary Form](#) provided by the AT Consultant must be completed by a team member before purchase is recommended.**
6. **Should an AAC device, software or equipment be appropriate to meet the student's needs, the Assistive Technology Consultant will provide the purchase/rental information for acquisition:**
7. **District should have the parent sign their [Equipment loan Agreement Form](#) for a device or piece of equipment that will be going home with the student.**