Dear Special Ed Teachers & Therapists,

Please note the following principles when <u>considering AT for your students:</u>

The IEP is the primary communication document for continuity with AT supports and accommodations.

    a. **PLAFFP** - can give essential information and data from assessments (e.g., uPAR) and AT trials

        i. This is a great place to record evidence that a particular AT device or service is effective

    b. **Special Factors** - can indicate the need for AT (description of features listed also) and the need for <u>AEM/Bookshare under "Print Disability"</u>

        i. the description should be specific in AT features (e.g., Text-to-speech & highlighting printed materials; voice recognition; spelling/homophone checker; word prediction)

        ii. It may mention specific devices and apps that were used as an example

    c. **Accommodations** - AT description can be cut/pasted to this section (especially for secondary schools that only circulate this section of the IEP to gen ed teachers)... And AT services & training for staff, parent, or students are listed under: <u>What supports/training do school personnel need?</u>

        i. Note that AT services must be requested (highlighted link below). Power School Special Program forms do not trigger any follow-up.

2. **AT devices and services must be requested at the local level (typically by the case manager)**

    a. AT devices are requested in the fall and throughout the year by the IEP team initiative. All devices are returned and wiped clean in the spring. Loans are extended to ESY services as needed but then wiped for management purposes before the fall.

        i. <u>Please</u> backup your student's content or profile to a folder in Google Drive shared by you, the student, and the next case manager.

        ii. <u>Please</u> also document the evidence for AT need (assessed by trial) to include in the next AT device request if seeking a long term loan.

    b. AT services are requested as needed.

        i. When training students, we ask that a staff person (and parent, if relevant) be present to master the AT for instruction in the student's learning environment.

        ii. AT assessments should begin with a student's team completing a DMG form (**AT Decision-Making Guide**) to make a plan for success and data on a particular skill. Consultation is not required here, any team can proceed with an AT assessment.

3. **No device loan is guaranteed.**

    a. The AT library is intended for trials (so IEP/504 teams may assess the effectiveness of various AT), though the long-term circulation of items may occur.

    b. AT features are available in various formats (e.g., iPad apps, Chrome extensions, low - high tech devices) and can typically be met with the technologies already

available in the schools, including Read&Write for Google Chrome extension and other software.

Thanks for your attention to this email. We hope that fewer students will be delayed in AT services when this important information is documented in the IEP.

Please let us know how we can help you.

The AT team

Click the below link to submit an AT request **https://bit.ly/2022-23ATRequestform**