

Process for Assistive Technology (AT) in District 95

Step 1: Team answers AT consideration questions below and identifies a need for support:

1. What task do we want the student to do, that he/she cannot do at a level that reflects his/her abilities?
2. Is the student able to complete the task with special strategies or accommodations?
3. Are any AT tools currently being used? If so, are they effective?
4. Would the use of AT help the student perform the task?

Step 2: The team completes an AT Request form if support from AT Facilitator is needed.

[AT Request Form](#)

Step 3: Once the AT Request form is received, a meeting time with the team will be scheduled with AT Facilitator.

Step 4: The AT Consultation form is filled out by the student's team prior to the meeting date in order to gather relevant information.

[AT Consultation Form](#)

AT Facilitator and/or Student Services administrator will guide school team to determine if a domains meeting is needed for AT Evaluation.

SETT forms will be filled out by AT Facilitator prior to the team meeting based upon information provided by the team on the AT Consultation form. These forms will help support identification of AT needs.

At this meeting, potential tools/modifications/accommodations will be identified for trial.

Step 5: A plan for acquisition of needed tech/materials will be identified, and the AT training form will be completed.

Step 6: Training will be provided per the needs identified on the form.

Step 7: Team will gather information regarding effectiveness of the tools/modifications/accommodations.

DATA COLLECTION - Team will define WHAT data, WHO is collecting, WHO is analyzing?
Data forms will be provided to the team, if needed.

Step 8: If effective, the AT Implementation Plan form will be completed, IEP will be amended as appropriate and AT Implementation form will be attached, and the team will proceed with implementing recommended AT.

Step 9: Team continues to consider effectiveness of AT tools, and will revise as needed.

****AT must be considered at least annually for the student's IEP.****