
D75 Assistive Technology Rules Regarding AT Equipment for Students Switching Schools

If students serviced by NYCDOE transfers to another school within NYC (Public School OR Private School), IEP-mandated assistive technology equipment must transfer with the student to the new school location. The DOE will maintain responsibility for the IEP and the details within the IEP.

If students move out of NYC, then the mandates on the IEP (including Assistive Technology equipment) must be supplied BY the New School District. NYC DOE-owned equipment should then be returned to Technology Solutions.

The previous school is responsible for getting the IEP-mandated equipment to the new school site. This may be done through:

- a. The Parent: The parent must sign a letter accepting responsibility of transferring the equipment to the new location. This letter will be prepared by the previous school handing over the equipment. A copy of this letter should be sent to Technology Solutions for the student's file.
- b. A Messenger Service or a Mailing System that can be tracked (e.g. USPS, FedEx, UPS): A document stating how the device was transferred should be sent to Technology Solutions for the student's file.

Whether the student is in a public or private school, as long as this is within NYC, the DOE will remain responsible for equipment training and maintaining the IEP-mandated equipment in working order.

If you have any questions, please email Karen Gorman at kgorman@schools.nyc.gov or call 212-802-1530.

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