D75 ASSISTIVE TECHNOLOGY

RE-EVALUATION REFERRAL

Pre-Referral

Justification Letter

Prepare a JUSTIFICATION LETTER:
Why does the current communication device no longer meet the student's need?

When **UNSURE** on what device will address the student's needs…

When **SURE** about what device would be appropriate…

TRIAL the device you are recommending… THEN DOCUMENT how the student demonstrated success (in the Justification Letter)
http://schools.nyc.gov/NR/rdonlyres/5A8AC0BC-70D2-4BB1-8EEA-D027819B485C/171458/TemplateCHANGEOFDEVICEREQUEST.doc

RE-EVAL or CHANGE-OF-DEVICE Request

EMAIL Karen Gorman:
TITLE: RE-EVALUATION REQUEST

- "I am unsure of what communication system will address this student's needs and would like to request an AT Re-evaluation.

Attach…

- RE-EVALUATION Justification Letter
- Screen Shot of IEPs "Recommended Specialized Education Programs and Services."

KAREN will assign an Evaluation Team to get in touch with you

AFTER YOUR TRIAL, email Karen Gorman:
TITLE: CHANGE OF DEVICE REQUEST

- "I have trialed the following communication system and would like to recommend it to address this student's current needs.

Attach…

- CHANGE OF DEVICE Justification Letter
- Screen Shot of IEPs "Recommended Specialized Education Programs and Services."

If all is in order, KAREN will send out / order the equipment to be delivered directly to you.