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## PROCEDURES FOR LOST OR STOLEN IEP-MANDATED ASSISTIVE TECHNOLOGY EQUIPMENT

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### What is IEP-Mandated Assistive Technology (AT) equipment?

IEP-mandated Assistive Technology equipment that supports Instruction, Access, and Communication is clearly documented on the IEP and is the result of an Assistive Technology Evaluation. Examples of these are Laptops, iPads, Communication devices, Switches, etc. Also in this category are other approved devices that have supported recommendations, such as FM Units for CAPD or specific AT equipment for personal student use related to Hearing and Visual Impairment.

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### What do I do if a piece of IEP-Mandated equipment is LOST or STOLEN?

If the device has been **STOLEN** or is **MISSING**, a police report must be filed whether this occurs at home or in school.

The police **Report Incident Number** must be included in a letter to Karen Gorman detailing the details of the event.

This report will be reviewed by the district. If it is determined that the loss of the device was not due to neglect, the District will replace the device. If the device was not reasonably protected from the loss, then the recovery of the device will be the responsibility of the school.

It is clear that some devices are highly desirable and are a target for theft. In addition, students will also occasionally forget a book bag on the bus or leave things behind. It is however never good practice to leave equipment in rooms unattended and not locked up. Students that are given AT devices need to also be instructed on reasonable care.

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### How soon will a replacement be made?

If there is a device in the inventory at the District Office, it may be replaced right away. However, more than likely, the device will need to be ordered and may take a few weeks. It is District Policy that any IEP-mandated device should have a back-up low-tech option that the students are familiar with, especially with respect to communication devices.

If you have any questions regarding this process please email Karen Gorman at [kgorman@schools.nyc.gov](mailto:kgorman@schools.nyc.gov) or call the Technology Solutions Office at 212-802-1530. For Information on **Equipment Repair Procedures**, go to the link below:

<http://schools.nyc.gov/documents/d75/technology/assistive/Quick/General/AT%20Repair%20Procedure.pdf>