

D75 ASSISTIVE TECHNOLOGY REFERRAL PROCESS

SCHOOL STAFF

1. Click on the Student's Name in SESIS.

2. Click on the "Create New Document" dropdown menu

3. Select "Assistive Technology Evaluation Referral (D75)
Click "GO" and then "CREATE."

4. Fill out ALL applicable items on the Referral Form,
but DO NOT fill out the last portion labeled
"Section to be completed by the Office of Technology Solutions."

5. Click "Save, Done Editing."

6. Change the status of the document to "REVIEW"

Send a NOTIFICATION to:

- a. School's SBST/IEP Contact Person (usually the School Psychologist).
- b. To Karen Gorman
- c. To the School Contact Person for this evaluation