

## **Referring Students for AT in SESIS**

Beginning at the start of the 2011 school year all Initial AT referrals or referrals for those who DO NOT presently have AT on their IEP plan will be done within SESIS. See the flow chart for instructions.

**The ATEA is now obsolete.**

**The Consideration Form, Manual and Electronic form are now obsolete.**

The Assistive Technology pages of the website are being amended to include the new information and remove the former process.

The request for evaluation consideration (whether or not you can perform your own assessment) is made within SESIS.

It comes from you to the Tech Office for review. If the request appears to be legitimate it is sent to the CSE where the planning documents needed to move forward in the process are created. When the Tech Office receives those documents the person who has made the referral will be contacted either by telephone or email. **AT THAT TIME if you feel qualified to prepare the evaluation documents, make the appropriate recommendation and have had the opportunity to evaluate the student yourself on the device you are recommending, then you need to tell that to the evaluator that contacts you. You will then be instructed on how to proceed.** Otherwise the evaluator will schedule the appointment date for the evaluation with you.

You will only have access to make recommendations for students on your case load. If a parent requests that you initiate a referral, the process is the same. If you do not agree with the parent that this is an appropriate time or that the student has not yet demonstrated readiness, it is always best to go ahead with the referral and let the process take its course. If the student is not ready it will be come apparent throughout the evaluation process.

## **RE-EVALUATIONS**

A re-evaluation is only for students that have AT on their IEP and there is a request to change the device as the student has progressed and requires a more complex system or has regressed and can no longer handle the system they are currently using.

Re-evaluations for students that have equipment that is effective and working for them should not be made simply to acquire the latest product on the market. We simply are not in a position financially to eliminate costly effective devices for new less expensive devices. This is still a deficit for us. We ask that you let the natural transition time occur. Most devices have longevity of @ 5 years. Of course if the new technology has a feature that will improve overall function for the student then this should be explored. Please use your professional and responsible discretion.

## **Re-Evaluation Process**

You can refer a student for re-evaluation via email. Please email your request with all the appropriate information to: [Kgorman@schools.nyc.gov](mailto:Kgorman@schools.nyc.gov).

You will need to prepare a justification indicating why the re-evaluation is requested with clear details about the current system and why it is no longer meeting the student's needs. We will also need a copy of the pages of the IEP indicating that AT is already on the students plan. You can scan and email those as attachment s when you send in the request.

You can also mail the request to: Technology Solutions 400 First Ave, Rm. 111, NY, NY 10010

This office does not accept information by FAX.