



# THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

DISTRICT 75

BONNIE BROWN, *SUPERINTENDENT*

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## **Directions for disposing obsolete AAC devices and assistive technology equipment** (such as voice-output communication devices, assistive writing tools, adaptive switches, etc.)

1. Equipment is considered obsolete if:

- it is no longer manufactured or being supported by the vendor; or
- it is unable to be repaired; or
- the cost of the repair is excessive based on the value of the device

If there are any questions as to whether or not a device is obsolete, please email Karen Gorman for further clarification [kgorman@schools.nyc.gov](mailto:kgorman@schools.nyc.gov).

2. If programmatic, the device is removed from the school's inventory list. If IEP-mandated, verification must be obtained from the Technology Solutions office. Technology Solutions will replace the device as appropriate.

3. Print out two copies of the Disposal of Obsolete AAC Device form located in Technology Forms in District 75 web page <http://schools.nycenet.edu/d75/technology/formsAT.htm>.

Fill out the forms and:

1. tape one copy to the obsolete device;
2. a. if programmatic, submit the other form to the site's inventory coordinator  
b. if IEP-mandated, forward the other form to Karen Gorman at Technology Solutions

All forms must have supervisor's signature.

4. Submit the obsolete device and its attached form to the custodian for disposal.

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