

# D75 ASSISTIVE TECHNOLOGY REFERRAL PROCESS

Pre-Referral

SUPERVISOR'S  
APPROVAL

**Discuss** a potential **REFERRAL** with your **Supervisor**

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Obtain your **Supervisor's APPROVAL**. Note date of approval.

Pre-Referral

ASSESSMENT  
PLANNING  
DOCUMENT

Request SBST to create an **ASSESSMENT PLANNING DOCUMENT (APD)**

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**CHECK** if the **APD** from SBST has the following items:

1. **"Assistive Technology for D75"** indicated under **Assessment Needed**

2. **"Request for Assistance"** indicated under **Evaluator**

**NOTE:** Unless these 2 items are present in the APD,  
**THE EVALUATION CANNOT BE PROCESSED by SESIS!**

AT  
EVALUATION  
REFERRAL  
(D75)

**Prepare the ASSISTIVE TECHNOLOGY EVALUATION REFERRAL (D75)**

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While in the Student's Documents in SESIS, click on  
"Create New Document" and select  
"Assistive Technology Evaluation Referral (D75)"

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**FILL OUT ALL APPLICABLE ITEMS** on the Referral Form

\* Do not fill out the last portion labeled  
"Section to be completed by the Office of Technology Solutions."

\* **FILL OUT** the **ADDITIONAL INFORMATION** section with:

1. **DATE** when your **SUPERVISOR APPROVED** the referral

2. **Confirmation** that the **APD** is set up with a **"Request for Assistance"**

**NOTE:** Unless these 2 items are present in the Referral,  
**IT WILL NOT BE APPROVED!**

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Click **"Save, Done Editing."**

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Change the **Status** of the document to **"REVIEW"**

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**SEND A NOTIFICATION** to:

- a. Your **SUPERVISOR**
- b. Your **School's SBST** Contact Person (usually the School Psychologist)
- c. **Karen Gorman (ID: KGORMAN)**
- d. The **School Contact Person** for this evaluation (if this is not you)