Department of Education
Dennis M. Walcott, Chancellor

Division of Students with Disabilities & English Language Learners

Gary Hecht
Superintendent

Assistive Technology Referrals for Students in State-Approved Non-Public School Placement

For students in state-approved non-public schools, the referral process for an Assistive Technology (AT) Initial Evaluation is as follows:

Since these students are not in SESIS, the following Referral Process for an AT Initial Evaluation must be followed:

The AT Referral must be done in writing on School Letterhead. School staff can do this on behalf of a parent.

The AT Referral needs to be accompanied by a copy of the **IEP (Individualized Education Plan)**, if applicable.

The following details MUST be included on the AT Referral:

- Name, student ID number, date of birth, name of school, school address, phone number, contact person at the school with email, parent contact information, and a list of therapists and teachers that will be involved in the AT evaluation
- A description of the needs of the student as it relates to Assistive Technology being a possible solution
- The goal that technology is meant to accomplish for the student
- A description of the student's experience on the use low-tech or programmatic devices to establish foundation skills for AT (e.g. list of devices that have been tried, student's experience with picture-based representation, access methods that have been explored, etc.)
- Obstacles for accessing technology (deficits in vision, hearing, perception, physical access, any health issues, etc.)
- Any information about the student's abilities that would be helpful for the evaluation team to know in preparation for the evaluation.

Once these information are received, an appointment will be set up for the evaluation. Please send the above documents either through:

- Email: kgorman@schools.nyc.gov (attach necessary documents), OR
- Regular Mail: **Technology Solutions - 400 First Ave, Room 111, New York, NY 10010**