Department of Education
Dennis M. Walcott, Chancellor

Division of Students with Disabilities & English Language Learners

Gary Hecht
Superintendent

Assistive Technology RE-EVALUATIONS

Assistive Technology Re-Evaluations are for students who have existing IEP-mandated Assistive Technology equipment indicated in their IEP and have a clear and valid reason that they will benefit from a change of equipment/system.

RE-EVALUATION REQUIREMENTS:

If you are a School Staff referring a student for an assistive technology re-evaluation, submit your referral **VIA EMAIL**. Please send your request with all the required information to Karen Gorman: kgorman@schools.nyc.gov.

You must submit the following as part of the Re-evaluation Request:

I. **JUSTIFICATION LETTER** using the School's Letterhead.

II. The **PAGE/S of the MOST RECENT IEP** indicating that Assistive Technology is already in the student's plan.

1. The **JUSTIFICATION LETTER** must include:

   1.1 The name of the current device and an explanation on why it no longer meets the student's needs.

   1.2 If you are unsure of what device would appropriately address the student's needs, state in the letter that you are requesting an Evaluation Team come and assess the student with you.

   1.3 If you are sure of what device would be appropriate for the student, attach an evaluation report indicating one or more of the following:

      1.3.1 A trial of the recommended device was done. Describe in the report how the student demonstrated success in using the recommended device during the trial.

1.3.2 A more complex device in a hierarchy of devices is being recommended (e.g. moving up from a Springboard to a Vantage). Indicate in the report whether the student "now needs more vocabulary" or "has advanced to utilize writing as well as picture symbols" or "requires a system that will enable more language flexibility," etc.

2. **PAGE/S of the MOST RECENT IEP** that indicates that Assistive Technology is already on the student's plan **MUST** also be submitted with the Re-evaluation Request email. This will prevent the unnecessary creation of a new case or involvement of the SBST of your school in the process.

   2.1 For **IEPs still in the "Non-SESIS" paper form**, scan Pages 1, 3 and 5 and attach these to the email requesting for the re-evaluation.

   2.2 For **IEPs in SESIS**, you will need to take as "SCREEN SHOT" of the section in the IEP document labeled as:

   "***RECOMMENDED SPECIALIZED EDUCATIONAL PROGRAMS AND SERVICES***"

   2.2.1 To take a Screen Shot using a MAC Computer, follow these instructions:

   2.2.1.1 Open the SESIS page indicated above.
   2.2.1.2 With this page fully displayed (maximized) on your screen, press the **Command** / **Shift** / **3** keys simultaneously. This will make the computer take a picture of your current screen.
   2.2.1.3 Look for the picture on the desktop.
   2.2.1.4 Rename this photo file as "AT in IEP" and attach it to the email for Karen Gorman.

   2.2.2 To take a Screen Shot using a WINDOWS Computer, follow these instructions:

   2.2.2.1 Open the SESIS page indicated above.
   2.2.2.2 With this page fully displayed (maximized) on your screen, press the **Prt Sc** (Print Screen) key. This will make the computer take a picture of your current screen.
   2.2.2.3 Open a blank MS Word document and press **Ctrl** / **V** simultaneously. This will paste the picture onto the Word document.
   2.2.2.4 Name this Word document as "AT in IEP" and attach it to your email for Karen Gorman.

RE-EVALUATION GUIDELINES:

There needs to be a clear and valid reason to justify that the current device is no longer appropriate.

Things that **DO NOT** reflect an appropriate justification:
1. Student/parent/staff would like a newer model.
2. Student does not like the color of device.

3. Student/parent/staff would prefer an iPad.
4. Student has established poor behaviors with the current device.

Examples of **REASONABLE and APPROPRAITE** justifications:

1. The new device has a larger fund of vocabulary that the student can utilize.
2. The new device has an access method that better meets the physical needs of the student.
3. The new device enables the student to transition from communication boards to other programs more easily.
4. The new device is visually easier to access due to size or contrast.
5. The student no longer needs the larger display size of the current device and can now navigate a smaller visual field.
6. The student has developed enough communication to no longer need the support of an Assistive Technology communication aid.
7. The student has progressed from picture representation to word-based representation.

NOTE: Students who have equipment that is effective and working for them will **NOT** be re-evaluated simply to acquire the latest product on the market. The District will not replace costly devices that are still effective even if there are new devices that are less expensive. If the current device is still meeting the student's needs, we ask that school staff let the natural transition time occur. Most devices have a longevity of 5 years. Of course, if a new technology has a feature that will improve the overall function of the student, this should be explored and a re-evaluation may be warranted. We ask staff to use their professional and responsible discretion in submitting a re-evaluation request.