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## Referring a Student in HOME INSTRUCTION or HOSPITAL SCHOOLS for an ASSISTIVE TECHNOLOGY EVALUATION

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1. Any person who would like to request an Assistive Technology Evaluation for a student (e.g. teacher, therapist, or parent) must FIRST contact:
  - a. For students in HOME INSTRUCTION: **Ramona Pizarro**, the Principal of Home Instruction Schools, through email ([rpizarra@schools.nyc.gov](mailto:rpizarra@schools.nyc.gov)) or phone (1-718 794-7207).
  - b. For students in HOSPITAL SCHOOLS: **Mary Maher**, the Principal of Hospital Schools, through email ([mmaher2@schools.nyc.gov](mailto:mmaher2@schools.nyc.gov)) or phone (1-718-794-7277).
2. Once approved by the Principal, a “**CONSENT FOR AN ASSISTIVE TECHNOLOGY EVALUATION**” signed by the student’s parent/guardian is required. Download this form from the HOME INSTRUCTION / HOSPITAL SCHOOL section of the D75 Assistive Technology website:

<http://schools.nyc.gov/Offices/District75/Departments/Technology/AssistiveAdaptive/atql-home>

3. Fill out the “**ASSISTIVE TECHNOLOGY REFERRAL FORM.**” This form is also found in the HOME INSTRUCTION / HOSPITAL SCHOOL section of the D75 Assistive Technology website:

<http://schools.nyc.gov/Offices/District75/Departments/Technology/AssistiveAdaptive/atql-home>

4. Send both the signed **CONSENT** and the completed **REFERRAL FORM** to the appropriate AT Point Persons below:
  - a. For students in HOME INSTRUCTION: **Joseph Paternoster**, the Instruction Coach for D75 Home Instruction:
    - Email: [jpaternoster@schools.nyc.gov](mailto:jpaternoster@schools.nyc.gov) (email attachments are preferred)
    - Fax: 1-718-794-7289 (2<sup>nd</sup> option)
  - b. For students in HOSPITAL SCHOOLS: **Keri Kaufmann**, Guidance Counselor for Hospital Schools:
    - Email: [kkaufmann@schools.nyc.gov](mailto:kkaufmann@schools.nyc.gov) (email attachments are preferred)
    - Fax: 1-718-794-7263 (2<sup>nd</sup> option)
5. The AT Point Person will document these in a database and will forward them to **Karen Gorman**, the Assistive Technology Evaluation Coordinator for District 75 ([kgorman@schools.nyc.gov](mailto:kgorman@schools.nyc.gov)).
6. Upon receiving the Referral Form, Ms. Gorman will assign the case to an **Evaluation Team**. The evaluators will get in touch with the School Contact Person that was indicated on the Referral Form.
7. After assessment of the student, the Evaluators will generate a Report, which they will fax into **SEGIS** along with the Referral Form and the Signed Consent. These will be labeled: **DOCUMENTS RELATED TO ASSESSMENT (Assistive Technology Evaluation)**.
8. The **Home Instruction Office / Hospital Schools Office** will ensure that the recommended technology is documented on the IEP at the time of the student's Annual Review OR through a waiver.

NOTE: The **Assistive Technology Office** will provide the Home Instruction Office / Hospital Schools Office with the "Instructions for Amending the IEP". These instructions will be specific to each student's case.

**END**