



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

DISTRICT 75

BONNIE BROWN, *SUPERINTENDENT*

New SOPM procedures related to Assistive Technology for D 75

Adding Assistive Technology to the IEP

When an IEP team determines that a student requires an **Assistive Technology Evaluation** (either through a review meeting request from parent or request from school staff working with the student) **an evaluation is initiated by the IEP team by sending in a Consideration for Assistive Technology Form http://schools.nyc.gov/documents/d75/technology/assistive/Consideration_revised.doc to Technology Solutions or by submitting an ATEA (Assistive Technology Evaluation Assessment Form http://schools.nyc.gov/documents/d75/technology/assistive/0atea_complete.pdf, that has been prepared at the school level) to Technology Solutions (400 First Ave. Room 111, NY, NY 10010.** The forms are typically filled out by school staff and submitted to the IEP team.

Technology Solutions will do the evaluation or approve the evaluation done by the school. Technology Solutions will supply the equipment and prepare the report. The report with instructions on how to document this on the IEP will be forwarded to the IEP Team.

When possible the addition of Assistive Technology will be added to the IEP at the time of the Annual Review. The request and all related documentation (evaluations and reports) must be provided to the IEP team 5 days prior to the meeting.

If the Addition of Assistive Technology **does not** coincide with the **Annual Review** then a **Waiver of IEP meeting to Amend IEP Form** must be filled out. The parent must agree to the recommendation in writing or over the phone and then an amended IEP will be sent to them immediately. The Waiver of IEP meeting form must be placed in the student's special education file.

<http://schools.nyc.gov/NR/rdonlyres/5F3A5562-563C-4870-871F-BB9156EEE60B/0/03062009SOPM.pdf>, pg 187

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