

Plainfield Community Consolidated School District 202

Teacher Frequently Asked Questions (FAQs) Assistive Technology

1. How do I know if I should request Assistive Technology(A.T.)?

Assuming you have tried (and documented) just about everything, consulted with other Special Education staff in your building for ideas, have followed the procedures listed on **District 202 A.T. Referral and Assessment Process** document (Part 1 and Part 2) AND that the student is still NOT FUNCTIONING in the classroom...then, begin referral procedures as stated in the document listed above. Remember: You should try low-tech ideas, modifications and accommodations before referring for A.T. Assessment.

2. Who do I contact for general information regarding A.T.?

Assistive Technology information can be retrieved from the District website, which may have the answer to any general questions. However, if you need more than just general information, e-mail one of the Assistive Technology Specialists for the district: MaryLou Hatley or Bridget Nolan.

3. What if I have a student with A.T. and he/she is not using it?

Ask yourself these questions:

- Has student and/or teacher been trained on A.T.? (check student file)
 - Is the A.T. accessible to student?
 - Does the student understand the purpose of the A.T. ? (to improve, maintain or increase the student's functional capabilities in the classroom)
 - (if applicable) Have you asked the student why he/she is not using it?
1. If any answers above are "no" or "not sure", contact a member of the A.T. Team ASAP.
 2. If the above answers are "yes", e-mail to A.T. Team Leader who will then coordinate any observations, trainings or consultations needed.

4. If I am in a Domain Meeting, IEP, or triennial review and an A.T. concern comes up, what do I do?

** DO NOT indicate on IEP or Domain Meeting forms any A.T. specifically by name like "Student needs an AlphaSmart." Initially, you should discuss strategies that are available at the building level, referring to the document PCCSD 202 A.T. Referral and Assessment Process, part one. If this has already been done and assuming there is no one from the A.T. Team present, the concern can be addressed/written in a few different ways:

1. "A.T. consultation will be requested" - if student already has A.T. and there is a concern

regarding the current A.T. OR the domain team is considering if A.T. is needed. After the meeting, send a copy of domain or IEP paperwork along with written request to A.T. Team Leader.

2. "A.T. Referral will be initiated" - If student does not currently have assistive technology AND the building team has completed steps one and two of the **Referral and Assessment Process**. Then fill out appropriate form(s) and send to A.T. Team Leader, along with documentation of strategies tried.

3. If an A.T. Team member is present, they may give some preliminary suggestions or procedural directives and information to continue the A.T. Assessment process.

5. Should I invite a rep from the A.T. Team to a Domain, IEP or triennial review?

It is a teacher decision. If you are not comfortable describing the process listed in the District 202 A.T. Referral and Assessment Process document then send the invite to AdminCenter to an Assistive Technology Specialist.

6. What if a student has A.T. on his/her IEP and the A.T. is not here?

First, check student file for addendums or A.T. Collaboration Reports from out of district that may have additional information. Then, send copies of those and IEP to A.T. Team Leader, with A.T. specifics highlighted along with a note indicating concern/needs.