Assistive Technology Referral Process

Step 1:

Staff member or parent is considering Assistive Technology or has concerns in this area

Step 2:

Brainstorm Ideas

- Consult with local related service providers (school psych, SLP, PT, or OT) for possible intervention strategies and suggestions.
- Send home AT Parent Form
- Meet as a team to brainstorm idea/strategies.
  - See Assistive Technology Examples for ideas or the AT Wiki

Step 3:

Develop a Plan

- Record intervention/take data
- Trial period should be **at least 4 to 6 weeks**
- Schedule follow up meeting accordingly if necessary

Step 4:

Review Response to Intervention

- If response to intervention results in a successful resolution → Document in AT section of IEP
- If no response or minimal response → Meet with team to discuss possible alternative strategies then revisit Step 3 and/or consider referral to Assistive Tech Team

Step 5:
Complete AT Referral Form with team and send to Keystone Administration for AT Team to Review

- Form is located on keystonelearning.org or on the forms page in WebKIDSS
- Submit with current IEP, collected data, and a video