



DIVISION OF INSTRUCTION  
*ADAPTIVE ASSISTIVE TECHNOLOGY*

**GUIDELINES/PROCEDURES FOR REQUESTING SERVICES**

Adaptive Assistive Technology Services are available to students with disabilities who may benefit from services in the following areas:

- \*\*Augmentative Communication
- \*\*Assistive Computer Access
- \*\*Switch Use/Adaptive Play
- \*\*Environmental Control

The services of the ESC Adaptive Assistive Technology Program may be resourced on a first come first serve basis, by the LEA Director of Special Education by completing and forwarding the Technical Assistance Request Form to Gayle McNurlen at Region 10 ESC. The request for ESC Assistance should be based upon the Admission, Review, and Dismissal Committee (ARD) decision.

The Region 10 Adaptive Assistive Technology Program believes that the local school personnel implementing the student's Adaptive Assistive Technology program will be actively involved in the planning and selection of adaptive devices and follow-up activities. Therefore, the Special Education Director, or his/her representative, will need to identify local school personnel, including the student's teacher, speech pathologist, parents, OT/PT and others as appropriate, to serve on the local Adaptive Assistive Technology Team, and will appoint one of the members to serve as the LEA team leader/liaison. The LEA is responsible for securing the informed consent and written parent/student permission for Adaptive Assistive Technology services and follow-up activities involving Adaptive Assistive Technology and devices.

The LEA must allow at least 20 calendar day notice for the Adaptive Assistive Technology evaluation. Once the request form is received by the Region 10 Adaptive Assistive Technology Program, the LEA team leader/liaison will be contacted to confirm scheduling of the planning session. It is the local team liaison's responsibility to notify the listed local team members of the scheduled session date and time. The Adaptive Assistive Technology /planning session will be jointly conducted by Region 10 ESC and LEA Adaptive Assistive Technology team members. Following and/or during the session, team members will share findings and discuss alternatives for programming and adaptive assistive devices for trial use or consideration.

The ESC Consultant will complete a summary report of the findings and suggestions and will forward this report to the LEA Special Education Director. It is the local team liaison's responsibility to provide copies of the summary report to all local team members.

LEA team personnel will compile all information gained from all sources along with the Region 10 Adaptive Assistive Technology Consultant, relative to adaptive assistive technology programming for the student, develop the Individualized Education Program (IEP) and present this information for consideration by the ARD committee.

When available, Region 10 adaptive assistive devices may be checked out by local team members for trial purposes to determine whether these items meet the student's needs.

The LEA team members may request a follow-up training and or follow-up visits by calling the ESC Consultant, Gayle McNurlen, at Region 10, (972) 348-1598, [gayle.mcnurlen@region10.org](mailto:gayle.mcnurlen@region10.org) .