

ALL PRINCIPALS/APs: Identification, Role and Responsibilities of the School-based Assistive Technology Contact

Category:

Audience: All Principals/APs

Due Date: Oct 27, 2017

Meeting Date: n/a

To provide guidelines for school personnel for identifying a School-based Assistive Technology Contact (ATC) and their role and responsibilities.

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- In accordance with the requirements set forth in the Individuals with Disabilities Education Act, the use of Assistive Technology (AT) must be considered for all students in Exceptional Student Education (ESE). In addition, all students with an Individual Education Plan (IEP) and who have been determined to have a print disability will have access to instructional materials in the specialized formats needed for their maximum success in school.
 - All schools are required to identify a School-based ATC who will coordinate the provision of AT and the provision of Accessible Instructional Materials (AIM) at the school level in order to increase the probability of success for students with disabilities.
 - The roles and responsibilities of the ATC are as follows:
 - Receives periodic information from the District Chairperson for Assistive Technology and shares information with school personnel;
 - Attends training(s) regarding the procedures and provisions of AT and AIM to students;
 - Coordinates the School Support Team (SST) in following the procedures for assistive technology as detailed in the M-DCPS Local Educational Agency (LEA) Guide, including Assistive Technology Assessment and Implementation Plan K-12 (ATIP) (FM 7067)
 - Maintains a list of all students at the school who are using assistive technology and/or accessible instructional materials as per their IEP and type of devices/tools/materials used ; and
 - Directs educational staff at the school to available accessible materials and resources.
 - Using the survey link below, schools must provide the names, position titles, and e-mail addresses of each designated School-based AT Contact by **Friday, October 27, 2017**.
 - https://forms.office.com/Pages/ResponsePage.aspx?id=j_Z4Rc2G-UqzF5Pjgmyg9Xh9YmIHdFOiNALUsssP_RUMDNFSUkzMURFREJWUjgwQldNMDkwOUFPVy4u
 - For additional information, please contact Ms. Sheila Miguel, Department Chairperson for Assistive Technology, Exceptional Student Education, at 786 268-4757.

Contact: Vivian Nunez, Instructional Supervisor (786 268-4757)

Department: Exceptional Student Education