



Pewaukee School District Assistive Technology Referral Process

There is an active Assistive Technology Team (ATT) in the Pewaukee School District which recognizes the need for assistive technology in the classroom for *all* students. The following process will be used to assess and evaluate a potential need for assistive technology to support the learning in an educational environment.

1. If a teacher (SPED and/or regular education), therapist, and/or parent feel a student would benefit from the use of assistive technology to support academic progress, he/she will contact a member of the ATT. (ATT members and contact information listed below.)
2. The rep from the ATT will provide the **Referral/Question Identification Guide** to the referring individual for completion. (Note: The **Referral Question** is key in determining a *need* verses a *desire* for assistive technology.)
3. The completed **Referral/Question Identification Guide** is returned to the ATT rep.
4. The ATT rep will provide a **Student Information Guide** to the referring individual, based on the identified area(s) on the completed **Referral/Question Identification Guide**, as listed below:

Seating, Positioning and Mobility	Mathematics
Communication	Organization
Computer Access	Recreation and Leisure
Motor Aspects of Writing	Vision
Composition of Written Material	Hearing
Reading	General

5. The referring individual completes the **Student Information Guide(s)** for each area identified as a potential need and returns the form(s) to the ATT rep.
6. Members of the ATT (minimum of 2) will complete an evaluation based on potential needs as indicated on the **Student Information Guide**.
7. Based on the results of the evaluation, the ATT will make a recommendation for trial use of one or more assistive technology tools.

8. Using the **Assistive Technology Trial Use Guide** the instructional team and/or IEP team working with the student is responsible for carrying out the recommendations of the ATT, as well as collecting data on the trial use of the tool(s). This data should include supporting evidence of the results of the impact of the tool on student learning following a minimum of three weeks of use. (The ATT will consult with this team but will not work directly with the student during the trial.)
9. After the trial period, using the data collected from the instructional team, the ATT will determine if there is an educational need for an assistive technology tool and make a formal recommendation. If a need for a specific tool is identified, it is the responsibility of the District to provide access to that tool.

Additional information on the process for Assessing Student's Needs for Assistive Technology may be found on the PSD network (Forms Directory) and is linked from the Student Services page of the District web site.

Assistive Technology Team Members

Ann Novotny Gehrke, Speech & Language Pathologist (PLE)

x5495

novoann@pewaukee.k12.wi.us

Sally Gustafson, Special Education Teacher (PLE)

x2233

gustsal@pewaukee.k12.wi.us

Sarah Goebel, Special Education Teacher (Horizon)

x5525

goebsas@pewaukee.k12.wi.us

Jill Thomas, Special Education Teacher (PHS)

x5683

thomjil@pewaukee.k12.wi.us

Jackie Voss, Occupational Therapist (District)

x5498

vossjac@pewaukee.k12.wi.us

Amy Pugh, IT Director

x5071

pughamy@pewaukee.k12.wi.us

Anthony S, Student Services Director
x5077
[@pewaukee.k12.wi.us](mailto:Anthony.S@pewaukee.k12.wi.us)