

All PRINCIPALS/APs: Assistive Technology Assessment Procedures and Supports

**Category:**

**Audience:** All Principals/APs

Due Date: n/a

Meeting Date: n/a

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To provide updated information regarding school-based assistive technology assessment and district Local Assistive Technology Specialist (LATS) support

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- To request an assistive technology (AT) assessment for Miami-Dade County Public Schools (M-DCPS) students with an Individual Education Plan (IEP) or a Section 504 Plan, parental consent must be secured using the Notice of Intent and Parental Consent to Conduct an Assistive Technology Assessment - FM 7641.
- The assessment is conducted by members of the student's School Support Team (SST) and documented on the Assistive Technology Assessment and Implementation Plan (ATIP) - FM 7067. Form 7067 includes various online resources and tools that are useful to the SST in conducting AT assessment trial(s).
- Upon initiating the ATIP, the following supports may be requested from the district LATS Team by visiting [assistivetech.dadeschools.net](http://assistivetech.dadeschools.net) and clicking the "AT Help Desk" button:
  - Request a trial of an AT device that is not available at the school
  - Support with AT currently being used by a student
  - On-site training
  - Phone/Email Support
- **The AT assessment process must be completed within 60 school days of a school team's recommendation, as per Section 1003.575, Florida Statutes. Upon finalization of the ATIP, the document must be maintained in the student's cumulative folder.**
- For more detailed information on AT assessment, please review the informational slideshow at: [http://assistivetech.dadeschools.net/docs/ATIP\\_presentation.pdf](http://assistivetech.dadeschools.net/docs/ATIP_presentation.pdf).
- For further information, please contact Ms. Sheila Miguel, Department Chairperson for Assistive Technology, at [smiguel@dadeschools.net](mailto:smiguel@dadeschools.net).

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**Contact:** Patrick Salmasi ( 305 995-1606 )  
**Department:** Exceptional Student Education