Assistive Technology Evaluation Request

The Individuals with Disabilities Education Act (IDEA) of 2004 mandates that to ensure students receive a Free Appropriate Public Education (FAPE), Individualized Education Program (IEP) teams must consider the need for assistive technology when developing the IEP. Federal regulations for implementation of the provisions of IDEA 2004 state that assistive technology (AT) devices and/or services need to be made available to a child with a disability if required as a part of the child's special education, related services, or supplementary aids and services.

Please review the Parent Information Network (PIN) Clearinghouse document, AT01 *Assistive Technology*, for a comprehensive overview of assistive technology, including definitions and resources. AT01 is available from a regional PIN Specialist or can be downloaded from the PIN website at: www.azed.gov/ess/pinspals.

Please review the Procedural Safeguard Notice (PSN) to learn more about your parental rights and responsibilities, www.ade.az.gov/ess/specialprojects/pinspals/documents/Section504/GR10.pdf.

Sample Letter

Date

Name of IEP Team Leader or Special Education Administrator
Name of School
Street Address
City, State, Zip Code

Dear Name,

I am writing to request that my child's Individualized Education Program (IEP) team meet to determine if he/she could benefit from Assistive Technology in accessing the general curriculum and/or increase, maintain, or improve his/her functional capabilities.

In the event the scope of my child's needs are beyond the expertise of the IEP team members, I would like to request that the school conduct an Assistive Technology evaluation to determine appropriate supports and services necessary for my son/daughter, child's name, to benefit from his/her education. He/She is a student at name school.

You may consider this letter as my written permission to conduct the evaluation. If the school needs my signature on any additional forms, please send them to me as soon as possible. Feel free to contact me for more information.

Thank you in advance for your prompt written response.

Sincerely,

Your Signature

Your Typewritten Name
Street Address
City, State, Zip Code
Phone Number

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