

D75 ASSISTIVE TECHNOLOGY REFERRAL PROCESS

A QUICK GUIDE FOR SCHOOL STAFF

1. Click on the Student's Name in SESIS.

2. Click on the "Create New Document" dropdown menu.

3. Near the bottom of the dropdown menu, under the section *ASSISTIVE TECHNOLOGY*, select the "Assistive Technology Evaluation REFERRAL (D75)".

Click "GO" and then "CREATE."

4. Fill out ALL applicable items on the Referral Form.
DO NOT fill out the last portion labeled
Section to be completed by the Office of Technology Solutions

5. Click "Save, Done Editing."

6. Change the status of the document to "REVIEW"

You will be prompted to send a NOTIFICATION. Please

- a. School SBST/IEP Contact Person (usually the School Psychologist)
- b. Karen Gorman
- c. School Contact Person for this evaluation

If the student being referred does not have a completed IEP in SESIS, print a Fax Coversheet (under "Actions" of Assistive Technology Referral form) and FAX PAGES 1, 3, and 5 of the paper IEP to 1(877) 449-8416.