ATAC Assessment Process

1. **Referral from Educational Personnel**

   a. Phone call from district representative to assign assessment date

   b. District sends out Assessment Plan at date agreed upon, based upon scheduled date of the assessment

      i. Parent signs and returns

      ii. Copy of Assessment Plan and relevant reports sent to ATAC

   c. Intake Information

      i. Review of ATAC file on student, if student has been previously assessed

      ii. ATAC contacts school site personnel

      iii. Eligibility and Diagnosis

         1. *Low incidence disability*

      iv. Current level of functioning

         1. *Fine/gross motor abilities*

         2. *Academic performance*

         3. *Cognitive level*

         4. *Communication skills*

         5. *Attitude/motivation of student*

      v. Accommodations currently in place

         1. *Low/high tech AT/AAC*

         2. *Time/workload accommodations*

         3. *Staff support*

      vi. Academic tasks needed to be accomplished in school

         1. *Writing tasks including taking notes and homework*

         2. *Reading tasks including reading at home, AR*

         3. *Other subjects: math, history, science*

       vii.   Schedule date/time/place for assessment

2. Student assessment

    a.   Evaluate ability and interest in methods/materials

    b.   Document responses

    c.   Discussion of possible recommendations

    d.   Explanation of follow-up procedures

    e.   Report is generated and uploaded into SIRAS

3. District response to ATAC report

    a.   Disseminate report to parents and appropriate staff

    b.   Hold IEP meeting to review assessment report and discuss recommendations

    c.   Implement trials with recommended technology

        i.   ATAC loans devices with recommended software/apps to district for student to trial

        ii.   District documents student's performance to determine effectiveness of the trialed devices/software

4. ATAC provides the following services, when indicated or requested

        i.   Staff/student/parent training

        ii.   Guidance for data collection and analyzing data

        iii.   Additional research to support recommendations

        iv.   Recommendations for alternatives if trial was not successful

        v.   Vendor information for purchasing or other training

        vi.   On-going support and consultation for implementation of technology