

Assistive Technology

Four Step Documentation Process

1. ***Meeting Notes*** (use at initial meeting or anytime any action is taken)
 - Discuss and document student needs
 - i. List strengths
 - ii. Get everyone's input
 - Brainstorm possible solutions
 - Decide what action you want to take (if AT is to be tried, keep going)

2. ***Assistive Technology Consideration Form***
 - Write down the specific need you have decided to address
 - Document what you have tried in the past
 - Decide what AT you will try
 - Decide what criteria will determine success

3. ***Create an AT Plan***
 - Determine the goal for the student
 - Decide what skills the student needs in order to use AT
 - Decide what resources are needed
 - Document responsibilities
 - Document how you will document

4. ***Complete Follow Up***
 - Document success or failure
 - Determine if the problem is solved
 - Share the information with team members
 - Celebrate or create a new plan