# 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
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