



Assistive Technology “End of Year” Checklist

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As the school year draws to an end and the summer begins, teachers and parents can take advantage of this time to insure that students and their assistive technology (AT) devices transition easily to the next setting. A little pre-planning and attention to details can insure that AT devices will be “ready to go” in September. The following checklist may provide some helpful guidelines:

- √ Review next year’s environment, tasks and goals to determine if the assistive technology device is still appropriate for meeting the student’s needs. (This is usually done as part of the IEP process, but may also be done by reconvening the IEP team to address the anticipated needs of the new setting.) Check computer specifications in the new environment to be sure they are compatible with the student’s software. Address access to printers and/or the Internet, if needed.
- √ Collect and pass along the technology device, materials and information (including manuals and charger), customized accessories, names of trained users, and technical support contacts with phone numbers, etc. to the receiving staff.
- √ Document the student’s use of AT, his/her level of independence, successfully used strategies, ideas for improved use, barriers that need to be addressed, etc. (Consider video taping the student using the device in the classroom or making a personal portfolio).
- √ Be sure the receiving teacher has information about the student’s use of AT. Consider an end of year visit so that the receiving teacher can observe the student using the assistive technology in the classroom.
- √ Send out the device for routine maintenance, cleaning, repair or upgrade over the summer so it is working and ready to go in September. Make sure the appropriate department knows it is being returned over the summer so they are expecting it. Renew any maintenance plans, if necessary.
- √ Store the device properly over the summer (batteries removed) with instructions as to who should get the device in September. Remember most devices will need a 24-hour charge prior to use in September.
- √ Plan for training over the summer to improve student competency with a device or provide access to the device over the summer to maintain a student’s current competency. Training and/or access to the device must be included in the IEP.
- √ Provide training for the receiving educational or therapeutic staff or plan for early September so they are comfortable with their knowledge of and competency with the device and strategies for use.
- √ Make sure that both parents and staff have the same understanding of the summer plan as well as the expectations for the fall, and that each knows who is accountable for the device and the summer plan.

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