



**THE NEW YORK CITY DEPARTMENT OF EDUCATION**  
JOEL I. KLEIN, *Chancellor*

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DISTRICT 75  
BONNIE BROWN, *SUPERINTENDENT*

**General Instructions for submitting an EVS Assistive Technology Evaluation Referral:**

- 1) Before submitting a referral for assistive technology evaluation discuss the individual student and his or her needs with your EVS supervisor and your Turnkey Trainer.
- 2) Attach copies of the IEP, E12S Eye Report and Functional Vision Assessment to the EVS Assistive Technology Referral Form.
- 3) If student has multiple subject teachers, please submit as many comments from individual subject teachers as possible. Distribute as many duplicate copies of Page 3 and Page 4 to teachers and related service providers as are necessary.
- 4) On the Assistive Technology Evaluation Referral Form, make sure you indicate the student's Home District and Service District.
- 5) Make copy of all evaluation materials and place in student's school file.
- 6) Give completed copy with all the necessary attachments as listed above to your EVS supervisor for approval and submissions to Technology Solutions Office. Make sure your Turnkey Trainer has reviewed and signed off on your referral.

**Guidelines for preparing for the Assistive Technology Evaluation**

- 1) As the vision teacher you are an important member of the team during the evaluation process. Plan to organize your schedule so you can participate in the evaluation process.
- 2) Promptly notify the Technology Solutions Office (Karen Gorman 212-802-1530, David Cohen 917-256-4238) and other appropriate staff members if the student is absent or is expected to be absent on the day of the evaluation.
- 3) Make sure that staff that will be asked for input will be in attendance on the day of the evaluation. Absence of key people on the day of the evaluation can result in extended delays in preparing the final report and ordering equipment if appropriate.
- 4) Make sure the parent is notified that the evaluation has been requested and invite the parent to participate once the evaluation is scheduled.
- 5) Designate a location for the evaluation that provides adequate computer access.  
(If a password is required to log in, arrange for the presence of an authorized staff member to perform this task.)
- 6) Make sure all tools regularly used by the student are available: e. Braillewriter, large print books, magnifiers, etc.
- 7) Student must bring eyeglasses and/or other optical aids or tools to the evaluation.