

Transfer of Assistive Technology Devices
VDOE Web cast Transcript
August 2013

[Opens with Erin Smydra, Virginia Department of Education Specialist seated at a desk and speaking to audience]

Many students use assistive technology to increase, maintain, or improve their functional capabilities. Some examples of assistive technology use may include, but is not limited to, using a device to communicate, manage tasks, or even to move around in one's physical environment.

Students may use assistive technology in their communities, school, homes or place of work.

Virginia law was amended in 2012 to permit school divisions to transfer assistive technology devices when a student leaves his or her school division and depends on the device for functional capabilities.

Transfer means the process by which a school division that has purchased an assistive technology device may sell, lease, donate or loan to the student, student's parents, or state agency.

Any of these individuals may request that an assistive technology device is transferred. A request for transfer may be initiated as soon as the student's exit date from the school is known.

However, the school division will need some information to process the request. This includes:

- 1) The student's name and date of birth,
- 2) The name of the school that the student attends, or if she or he has exited, divisions will need to know the name of the school the student most recently attended,
- 3) A description of the AT device,
- 4) The reason for transfer, and
- 5) The name of the person requesting the transfer.

Once a school division receives this information they will consider the request. School divisions are not required to transfer assistive technology devices. There are factors that divisions must consider prior to approving a request.

The Virginia Department of Education has provided a document, entitled *Guidelines for School Division Transfer of Assistive Technology Devices*. This document provides further information about processes and considerations. It also provides sample forms. You may access this guidance document by visiting our Web site.

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The Virginia Department of Education Web site is located at www.doe.virginia.gov. On our home page you will find the special education link by looking to the left of your screen.

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Once you arrive at the special education home page, technical assistance is available by clicking the link entitled, 'Technical Assistance and Professional Development.'

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VDOE guideline documents are accessible here.

By clicking the 'Technical Assistance and Guidance' link you will access links to special education guidance documents.

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Thank you for your interest. If you have additional questions, please contact Erin Smydra by phone at 804-371-7421 or E-mail erin.smydra@doe.virginia.gov.