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March 5, 2004

MEMORANDUM #04-17

TO: Exceptional Student Education Administrators
FDLRS Associate Center Managers
FDLRS Specialized Center Managers
FDLRS Regional Technology Lab Managers

FROM: Michele Polland

**SUBJECT: Transitioning of Assistive Technology Assigned to Graduating Students
Technical Assistance Paper**

The Department of Education, Bureau of Instructional Support and Community Services, fully supports school districts coordinating with agencies or families to facilitate the transition of assistive technology equipment to meet the post-graduation needs of technology dependent students. We are pleased to provide the attached technical assistance paper (TAP) to guide school districts with these procedures.

Districts often expend Federal funds provided under Part B of the Individuals with Disabilities Education Act (IDEA) or general revenue funds to purchase assistive technology that is used by students with disabilities to carry out the provisions of the student's individual educational plan (IEP). This equipment follows the student throughout his/her educational career. Upon graduation, the technology may be transferred to another agency, the family, or the student, as appropriate. The transfer could be a gift, loan, or sold at fair market value. Florida Statutes are consistent with the Code of Federal Regulations (CFR) guidelines in allowing the transfer of this equipment. This transfer of assistive technology will assure that appropriate services can be provided to support graduating students with disabilities in employment, post-secondary education, independent living, community participation, and life skills.

In those cases where equipment is not transferred, the IEP team must develop a transition

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Acting Chief

Bureau of Instructional Support and Community Services

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procedure that will focus on methods that will allow the student's uninterrupted access to the type of equipment and services that meet the student's needs for successful post-graduation activity.

Procedures that govern the transfer of assistive devices should be described in the school board's policy or procedures manual. District policy determining the circumstances under which technology can be transferred and the transfer procedures will help the IEP team make timely and appropriate decisions regarding the student's transition plan.

Additional copies of the attached TAP may be obtained from the Clearinghouse Information Center, Bureau of Instructional Support and Community Services (BISCS), Florida Department of Education, 325 West Gaines Street, Room 628, Tallahassee, Florida 32399-0400. The telephone number is 850/245-0477 or Suncom 205-0477, fax number is 850/245-0987, and the electronic mail address is cicbises@fldoe.org. This TAP is also available on the BISCS website at <http://www.myfloridaeducation.com/commhome/>; click on publications.

We hope this information will assist district staff as they address assistive technology needs of students with disabilities. For further information or assistance, contact Dr. Karen Morris, Program Specialist, Bureau of Instructional Support and Community Services, at 850/245-0478 or Suncom 205-0478 or via electronic mail at Karen.Morris@fldoe.org.

MP/kmm

Attachment