

**SAMPLE LETTER TO REQUEST:
ASSISTIVE TECHNOLOGY (AT) / AUGMENTATIVE AND ALTERNATIVE
COMMUNICATION (AAC) ASSESSMENT**

[IMPORTANT! MAIL return receipt requested or FAX your written request and print and retain the "successful transmission fax report" to create a document trail. Do not use email. Follow up to be sure the request was received]

Ms. Bev Blue
Address
City, State, Zip Code
Telephone Number

[Date] [NOTE: This process is driven by timelines. Date everything]

Attn: Mr. Gary Green
Director of Special Education
Local Unified School District
Address
City, State, Zip Code

Re: [Child's Name / school / grade]

Dear Mr. Green,

I am the parent of [Child's Name], who is currently enrolled at the [School Name] in the [X] grade. [Outline your concern AND IEP recommendations, if available related to this concern/need.] I am concerned about my child's access to instructional materials in a form that will enable my child to make progress toward [his/her] IEP goals.

Although my child has an IEP for [Name disability/qualifying condition(s) already identified for which services are currently in place, i.e., Autism, Visual Impairment, ADHD, Speech and Language Disorder, Orthopedic Impairment], I feel my child's lack of appropriate curricular modifications/accommodations and access to Augmentative and Alternative Communication (AAC) tools, instruction and strategies and Assistive Technology (AT) tools to support his severe speech needs are directly exacerbating his behavioral challenges, his difficulties in expressing his needs and demonstrating learning concepts progress, and, in turn, his ability to benefit from his free and appropriate public education (FAPE). [Point to evidence of IEP team recommendation, reports, and other evidence to support this need, such as: My child's IEP team of X date recommends that my child will benefit from consistent access to and instruction in the use of PECS and alternative methods of communication across the instructional day, yet neither AAC/AT assessment or tools and instruction were provided to him.] The IEP team's concerns and recommendations highlight the need for additional assessment and appropriate services in the areas of AAC and AT, and his current IEP is inadequate to protect my child's right to a FAPE in the least restrictive environment (LRE).

I am writing to make a referral for additional assessments for special education services for [Child's Name], as required by 5 C.C.R. Sec. 3021(a).

I am requesting that my child be given a comprehensive Assistive Technology (AT) assessment, by a certified Assistive Technologist, qualified to identify appropriate AT tools, strategies, curricular accommodations/modifications, and instruction to my child and his IEP team, as necessary, so that my child can make progress toward his IEP goals.

I am requesting that my child be given a comprehensive Augmentative and Alternative Communication (AAC) assessment, by a certified Speech Language Pathologist with a minimum of 5 years of clinical expertise serving children with severe expressive and receptive language needs who use AAC, qualified to identify appropriate AAC tools, strategies, curricular accommodations/modifications, and instruction to my child and his IEP team, as necessary, so that my child can make progress toward his IEP goals.

[Explain your child's challenge in accessing instruction related to disability – e.g., My child has a visual impairment, in addition to his disability of autism. His IEP specifies that he have access to large print (at least 14-16 point font) for all curricular/instructional materials, including textbooks, reading materials, handouts, tests, etc. as his individualized accommodation.] A thorough AT and AAC Assessment will help my child's IEP team to identify: [For example... list yours]

- Instructional materials from each class that require modification to conform to my child's visual needs
- Who will be responsible to coordinate with my child's teachers on a regular basis to gather textbooks, reading materials, handouts, tests and other supplementary materials used so that they may be modified in advance of their use
- Who will be responsible to modify materials to conform to my child's visual accommodation needs
- What amount of frequency and duration will be necessary for a person responsible to provide liaison services and adapt/modify instructional materials
- What AT/AAC tools (hardware/software/strategies) my child and the IEP team may need to effectively ensure access to instructional material
- What training may be necessary to staff and family in the use of such tools and strategies that may be identified to support my child.

I look forward to receiving an Assessment Plan within 15 calendar days for my review and consent. If you have any questions, please feel free to contact me. [Include your contact information (phone, email, cell, etc. and the best times to reach you)]

Thank you for your cooperation and assistance.

Sincerely,

Bev Blue