Special Education Technology End of Year Checklist

☐ Review “Special Education Assistive Technology Inventory” sheet (Provided in May)
  - If you do NOT have a device that is listed on the inventory sheet, contact your Special Education Coordinator immediately.

☐ Complete “Special Education Technology Turn In Form” for each AT device.
  - Asset Tag: Sticker (typically on back of device) that says Albemarle County Public Schools, write the number listed below the barcode

☐ ESY: If a student requires the device for ESY, mark YES in the ESY Column
  - Mark “YES” or “No” under ESY column to indicate whether or not the child requires the device for Extended School Year.
  - If you mark YES, do NOT turn in that device to the DART staff
    o List the device on the form, do not get DART signature
  - If the child does not have ESY services or does not require it, mark “NO”
  - Email Katy Compel by June 3, 2015 so that all ESY devices can be picked up at your school for use at ESY.

☐ Turn in all devices to DART person assigned to your building after last day of school for students but before the end of the last teacher work day.
  - Must obtain DART staff’s signature on form for EACH device that you turn in.

☐ Return completed form to your Special Education Coordinator at COB – Room 323.
  - Fax (434) 972-4157 or e-mail is appropriate.