



Assistive Technology Implementation Plan

Student's Name: _____ Age: _____ Meeting Date: _____

School/Agency: _____ Grade/placement: _____

Date for next Implementation plan update _____ Trial Use Guide Attached Yes ☐ No ☐

IEP Team Members		
Role	Printed Name	Signatures

AT Device Information
Device Name: _____
Application Name & Version (if applicable): _____
Owner of Device: _____
Identification Number (Model, Serial, or Agency Tag): _____

AT Service Information Part 1: Maintenance and Support
Maintenance and Support Required (Calibration, Charging, Repair, Replacing Batteries, Mounting, Programing, TroubleShooting, Customizing...etc) _____ _____

Person(s) responsible for each maintenance and support need:
Method to contact person(s) responsible for each maintenance and support need:
Contingency plan if person(s) responsible for maintenance and support cannot provide immediate assistance (may include low tech backups for high tech tools):
How will the device be transported between environments throughout the day (May include classrooms, gym, cafeteria, recess, hallways, and home):

AT Service Information Part 2: AT training for family, staff, and student
What IEP goals or criteria for trials are connected to successful device use in order to achieve academic and/or functional success (List Instructional Plan # and/or entire goal)
What are the necessary skills for the device to be successfully integrated by staff and/or family:

What are the necessary skills for the device to be successfully used by the student:

Will device/software impact how the student turns-in and receives assignments through print or digital mediums in any of their classes? If so, what skills or processes will be required for both students and staff:

Person(s) responsible for training family and/or staff members on proper device use and support:

AT devices and services training and documentation log				
Person(s) to be trained	Specific Training Required	Location of Training	Training Duration	Date Completed

AT Action Plan			
Time/Location	Task Requiring AT	Application of AT	Staff Support Required