

SPECIAL EDUCATION PROCEDURES FOR OUTSIDE USE OF EDUCATIONAL MATERIALS AND ASSISTIVE TECHNOLOGY

As required by certain student’s Individual Education Plan (“IEP”), the Plattsburgh City School District (“the District”) provides educational materials and assistive technology to students for use off District property. Such educational materials and assistive technology remain property of the District at all times, and must be returned to the District when any student is no longer enrolled as a student in the District, or when such materials are no longer required by the student’s IEP. Educational materials and assistive technology are provided solely for the use of the student, and may not be used for any purpose other than those specified on the IEP.

Attached to this notice is a copy of the District’s policy regarding repair of assistive technology devices. If you are issued any assistive technology devices, please familiarize yourself with this policy, and consult it if any repairs or maintenance are needed.

Like all equipment and supplies issued to students by the District, students are responsible for taking care of educational materials and assistive technology issued by the Special Education Office. Any educational materials or assistive technology which are lost or damaged by abuse or misuse will be the responsibility of the student. In order to ensure that educational materials and assistive technology are not damaged, you should follow manufacturer’s directions for care and storage. You should use any case or box which is provided for transportation or storage of your educational materials and assistive technology.

As specified on the IEP of _____,
you are being issued the following educational materials and assistive technology:

Please sign below to acknowledge that you have received the materials identified above. Your signature also indicates that you have received the District’s policy regarding repair of assistive technology, and that you understand and agree to the District’s special education procedures for outside use of educational materials and assistive technology.

Parent or Guardian

Date