

# Broward PIVOT

Thursday, January 17, 2019

Principal's Information Vital to Operations and Teaching



**TRANSFER TECHNICAL ASSISTANCE FOR ASSISTIVE TECHNOLOGY, PHYSICAL THERAPY AND OCCUPATIONAL THERAPY EQUIPMENT FOR EXTENDED SCHOOL YEAR (ESY)**

All (Non-Charters) | Memo Attached | Action

By: Exceptional Student Learning Support (ESLS) (9780)

**ACTION: Please provide this information to teachers of students with disabilities who will be participating in ESY.**

**Sending School Responsibilities:**

1. For each piece of equipment:
  - Generate a property pass dated 06/06/19 - 06/30/19
  - Generate another property pass dated 07/1/19 - 07/31/19
    - Place a copy of each property pass in the student's ESY folder for the April ESY meetings
  - Have your sending school principal sign the property passes
  - Only equipment necessary for implementation of the goals identified for ESY or for student/self-care and communication needs should be provided or issued a property pass.
2. Take the equipment and the two property passes for each piece of equipment to the ESY site during the last week of school.
3. Have an ESY site designated person (ESE Specialist, Principal, etc.) sign each property pass.
4. Hold on to your original property passes and leave a copy of each one at the ESY site.
5. If the equipment is large OT or PT provided equipment, send a copy of each property pass to Cynthia Mesa/Julie Power at Arthur Ashe Campus, 2nd Floor by 4/18/19. The equipment will be transported by truck through arrangements made by the Related Services Office.

**REMINDER: If student is assigned AT equipment and your school allows them to use the equipment at home during the school year, they may continue to do so throughout ESY. You should already have a property pass for each piece of equipment dated through 6/30/19. In this case, for each piece of equipment:**

- **Generate a property pass dated 7/1/19 – 6/30/20.**
  - **Place a copy of the property pass dated through 6/30/19 and the July 1st property pass in the student's ESY folder for the April ESY meetings**
- **Have the principal sign the property pass**
- **Have the parent sign the property pass**
- **Remind the parent to send the equipment to ESY daily**

**Receiving School (ESY Site) Responsibilities:**

**At the completion of the ESY Program, the ESY site must return the property pass along with the designated equipment to the student's home school prior to the start of the new school year.** The principal at the home school should verify by signing the property pass that the equipment has been returned.

If any equipment is not working correctly during the course of ESY, school personnel should contact the vendor of the equipment for technical assistance.

Contact Liz Espinoza at 754-321-3468 if additional assistance is needed. Document any problems and/or calls made for technical assistance and return any documentation with the property pass when the equipment is returned to the home school.

If the receiving school requires technical assistance or training upon transfer of the equipment, they should contact **Liz Espinoza at (754) 321-3468, regarding assistive technology equipment or Cynthia Mesa/Julie Power, OT/PT Program Specialist at (754) 321-3457**, regarding occupational or physical therapy equipment.

**RATIONALE:** In order to facilitate a smooth transfer of assistive technology, self-help (OT) and positioning equipment (PT) for students with disabilities who will be participating in Extended School Year (ESY), it is important that the current school staff send the equipment to the ESY location before the first day of ESY. This will ensure that students have the equipment they need when they arrive at their ESY location.

If you have any questions regarding this information, contact **Cynthia Mesa or Julie Power (OT/PT) at (754) 321-3457 or Liz Espinoza at (754) 321-3468**. These procedures will ensure that students have the equipment needed during ESY and at the start of the school year.