**\*NOTE:** Please consult with the AT team at least 10 business days before a scheduled IEP to ensure appropriate and timely provision of services.  A team that does not provide adequate time for consultation can run into compliance issues without active involvement of the AT team in the planning process.

\*\* Please write the date you complete each step on the line and submit this with your AT consideration form.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Identify the area or areas that need to be or could be addressed by utilizing AT.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Consult with the school team. Have the Teacher of Record (TR) schedule a meeting with the school team to discuss the need for AT. This will ensure that all team members are aware that a request is being made and will be able to have a say in what might help the student and/or if the actually need AT.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Complete the AT consideration with team members.
4. ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ All team members need to sign the AT consideration form during the collaboration meetings.
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ The TR submits the original consideration form to Gretchen Borders at the CAB in the Special Services Department (ext.1282).