



COMMONWEALTH of VIRGINIA
Department of Education

September 6, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: Transfer of Assistive Technology Devices Guidelines

The 2012 General Assembly passed legislation requiring the Virginia Department of Education to issue guidelines for the transfer of assistive technology devices. The legislation states:

“That the Department of Education shall issue guidelines for the transfer of assistive technology devices no later than July 1, 2013. The guidelines shall address (i) a uniform transfer agreement to convey title to an assistive technology device and applicable warranty information and (ii) a method for computing the fair market value of an assistive technology device, including a reasonable allowance for use.”

The purpose of the document is to provide both guidance and sample forms based on the Code to teachers, assistive technology specialists, administrators, students, families, and community members. The Virginia Department of Education has developed a Web cast to assist school division personnel, parents, and students to better understand the new transfer of assistive technology requirements. Please visit the [Assistive Technology and Guidance](#) site for more details.

Questions about the Guidelines can be directed to: Erin Smydra, specialist in the Office of Special Education Instructional Services, 804-371-7421, or erin.smydra@doe.virginia.gov.

PIW/ES/dj

Attachment:

- a. [Guidelines For School Division Transfer of Assistive Technology Devices](#) (PDF)