



Oregon Technology Access Program
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AT Teams Training Project

September 9, 2011

Dear Special Education Director,

As you may know, **The Oregon Technology Access Program (OTAP)** is a training and technical assistance program which is supported by the Oregon Department of Education's Office of Student Learning and Partnerships. Our mission is to empower schools to provide high quality, legal and cost-efficient technology services for students with disabilities. During the 2011-2012 school year, OTAP is again offering an assistive technology training project for district level teams. We'd like to invite your district to participate with us in this project.

As more and more districts have begun to develop their own assistive technology services and teams, OTAP has received many requests to help those teams create systems that make sense for the district's local needs, demographics and resources. To help address this request, we are offering intensive team training for a limited number of teams during this school year.

Our commitment to participating districts is to provide three, two-day team training events at little or no cost to the districts, in February, March and April of 2012. In addition, a team mentor will be identified for each district team. Mentors will work with teams during the early April AT Teams session and throughout the remainder of the 2011-2012 school year. Included with this letter is a list of the specific training events, dates and activities that we have planned for the project.

For participating agencies, the district commitment is the following:

1. Identify at least three agency team members who will participate in the entire project.
2. Identify one agency administrator who will attend the first day of the project in February, 2012 and meet monthly with their agency's AT Teams project participants in March, April and May to support their work and planning efforts.
3. Provide release time for all AT Teams participants from your agency to attend three, two-day training events.
4. Cover travel, lodging and per diem expenses for your team members to attend all three AT Teams Project events, if needed.
5. Pay discounted registration fee of \$100 for the two-day Assistive Technology Now! Conference in March, 2012.

During the 2012 AT Teams project, we'll be working with up to seven teams from a variety of education agencies in Oregon. I have attached a copy of the project application which is to be completed and signed by an agency administrator. It is a short application that tells us a little about the people you'd like to see on your AT Team and about the ways your agency has addressed the assistive technology needs of your students with disabilities thus far. Please complete the application and return it to me by **October 21, 2011**.

Also, please feel free to contact me. I'll be the project coordinator and I'd be happy to answer your questions at any time. I can be reached at 541-957-4834 or email diana.roberts@douglasesd.k12.or.us.

Sincerely,

Diana Roberts
OTAP Coordinator