

Sample Letter

Dear UAAACT Leadership Council,

I would like to have _____ serve as a member of the UAAACT team in this area. _____ will replace _____ on the team. In support of _____'s assignment on the UAAACT team, I will provide him/her with at least one day each month where he/she will be excused from his/her regular district assignment to participate in UAAACT service including:

- attending training to become an assistive technology (AT) expert and a resource on AT issues for our district
- conducting AT evaluations for students who have been referred to the UAAACT team
- conducting follow-up service for students who have previously been evaluation for AT devices and services
- consulting with teachers and parents of students who need AT services

It is understood that _____ will continue to serve on the UAAACT team until he/she is replaced.

School Principal or Local Administrator

Special Education Director or Coordinator

New UAAACT Members contact information:

Name _____

HomeAddress _____

City _____ Zip _____

Home Phone: _____

Work Address _____

City _____ Zip _____

Work Phone: _____

Email: _____

Mail to: UAAACT Leadership Council Chair
C/O Craig Boogaard
Computer Center for Citizens With Disabilities
1595 West 500 South
Salt Lake City, UT 84104