

Technology Equipment Request Procedure

Building team members can request equipment by filling out a [Technology Request Form](#). Equipment requests are sent to the [Tri-County Central Office](#) , attention technology staff.

The request form must be received by 12:00 PM the day before the [scheduled Central Office Technology Team Meeting](#) to be included in the agenda. *The Tri-County Coordinator responsible for your building must sign the request form.*

Requesting Equipment for Students

- Teacher contacts the Tri-County school psychologist to schedule a meeting
- 10 day meeting notice is sent to building team members
- *The Tri-County building coordinator must be included and sign the request form*
- Team members may include:

School Psychologist
Occupational Therapist
Physical Therapist
Speech Pathologist
Regular Education Teacher
Special Education Teacher
Parent
Building Principal
Technology Staff

- The building team sends the completed form to the [Tri-County Central Office](#) , attention technology staff.
- The request will be reviewed at the [scheduled Central Office Technology Team Meeting](#).
- If approved, the equipment and/or training will be delivered to the classroom.

A request can be made for purchase of equipment, Tri-County library checkout, evaluation of the student on a particular piece of equipment, training, or equipment for a special education program. If equipment will be used for multiple students a form for each student must be filled out to document the use of assistive technology equipment.

[Technology Request Form PDF Document Download](#)

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