

## **Technology Equipment Request Procedure**

Team members request equipment by filling out the *Technology Request Form*.  
*The building coordinator must sign the request form.*

### **Requesting Equipment for Individual Student:**

Teacher contacts the Tri-County school psychologist to schedule a meeting

10 day meeting notice is send to the building team members

Team members **may** include:

Special Education Building Coordinator

School Psychologist

Occupational Therapist

Physical Therapist

Speech Pathologists

Regular Education Teacher

Special Education Teacher

Parent

Building Principal

Technology Staff

### **Requesting Equipment for Trial, Multiple Students and Classroom Equipment**

A request can be made for purchase of equipment, evaluation of the student on a particular piece of equipment,  
or equipment for the special education program.

Equipment purchase requests are sent to the Tri-County Technology Team for approval.

If approved, the equipment will be ordered and delivered to the classroom.