

Low Incidence Request Checklist

When requesting Low Incidence equipment and materials, please make sure the following items are submitted in order to begin the review process:

- Low Incidence Requisition Form thoroughly filled out with Vendor information, price, and model/part number. The form must be signed by the Special Education Director.
- Current report from an appropriate and qualified professional with specific recommendations pertaining to the need for low incidence equipment based on the student need (i.e. Audiologist, Vision Specialist, ACC Specialist, Physical Therapist, etc.)
- Student's current IEP which should include:
 - Form 1 indicating the Low Incidence disability
 - Form 4 with current goal/s that link to the need for low incidence equipment and materials
 - Form 6 Signature page
 - Form 7 Notes page (as appropriate)

Please send all documents to selpa_lowincidence@mpesd.org or fax them to 408-532-9311

Note: The submission of all documents does not guarantee approval. The SELPA Director will review the request. The District Special Education Director will be contacted for denied requests. Approved requests will be processed and purchased following Mt. Pleasant Elementary School District's (MPESD) procedures.

For more information about the SE SELPA's Low Incidence Purchasing guidelines, visit www.southeastselpa.org

If you have questions about the process, please contact the Southeast SELPA office.