



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

ATTACHMENT D

**REQUEST FOR LOW INCIDENCE EQUIPMENT OR MATERIALS**

Date: \_\_\_\_\_ Provider Name: \_\_\_\_\_

Name of School: \_\_\_\_\_ Location Code: \_\_\_\_\_

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

**For Independent Charters Only:**

Administrator Name: \_\_\_\_\_ Administrator Signature: \_\_\_\_\_

**Provider Email Address:** \_\_\_\_\_

- Eligibility per IEP:  **DEA**                       **DBL**                       **HOH**                       **OI**  
 **MD-H**                       **MD-O**                       **MD-V**                       **VI**

For new equipment orders, the following documentation is required for approval (highlight justification for equipment on PLP, Goal(s), FAPE 1 LI Eligibility):

- a. IEP pages (Dated: \_\_\_\_\_): (\*If order is delayed, please indicate reason in “Notes” section below)
  - 1 – Student information cover page
  - 3 – Present levels of performance (PLP) documenting assessed need for specialized equipment
  - 4 – Eligibility - Including LI Eligibility
  - 5 – Goals – If support is academic
  - FAPE Page 1 – LI Support documentation
  - 10 - Parent Signature for IEP consent
- b. Assessment report, if appropriate, documenting an assessed need for specialized equipment.
- c. Picture/photo of equipment. (if appropriate)
- d. Quote from vendor. (If  $\geq$ \$3,500, 3 quotes required. If  $<$ \$3,500, 1 quote required)

*NOTE: Please complete one form for each vendor/company; can attach to single copy of IEP for each student*

**Office Use Only**

**Approved by:** \_\_\_\_\_  
Signature Date

- Not Approved:**
- not LI eligible                       LI eligibility not indicated
  - incomplete IEP documentation                       no assessment
  - goals/objective do not incorporate use of specialized equipment
  - incomplete assessment; needs \_\_\_\_\_
  - assessment not completed by appropriate discipline; needs evaluation by \_\_\_\_\_
  - ordering information is incomplete; needs \_\_\_\_\_

Comments: \_\_\_\_\_

**NOTES:**