

## Assistive Technology Request Form

When completed, return form to the Technology Department.  
ALL INFORMATION MUST BE INCLUDED FOR THIS REQUEST TO BE CONSIDERED.

TEACHER USE     
  TRIAL     
  IEP     
  504

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Check if Needed	Software Requested	Suitable Hardware					
		Computer	Laptop		iPad	iPod	Access to:
	Word Processing	OK	OK				
	Word Processing with Word Prediction	OK	OK				
	Text to Speech/OCR	OK	OK				
	Digital Books ( <i>Requires documentation of print disability</i> )	OK	OK				
	Speech to Text	OK	OK				
	Graphical Organizer	OK	OK				
	Augmentative Communication				OK	OK	
	Recording device		OK		OK	OK	
	Magnification software	OK	OK				
	Intellitools Classroom Suite	OK	OK				
	Lexia <i>Circle version</i> : Primary, Elementary, Strategies for Older Students	OK	OK				
	<b>Other: Please specify below</b>						
	<b>Apps: Please specify below</b>				OK	OK	

Hardware that student/teacher currently has \_\_\_\_\_ Equipment that is currently being used \_\_\_\_\_

Hardware Requested (Please check chart above for appropriateness)	Where will Equipment be used?
<input type="checkbox"/> Access to classroom computer with above software <input type="checkbox"/> Laptop <input type="checkbox"/> Mobile Device: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> In single classroom <input type="checkbox"/> Throughout the building <input type="checkbox"/> At home

**Additional Requirements** (i.e. headphones, carrying case, touchscreen, etc.):

**Additional Information** (*What else do we need to know about this technology request?*):

Signatures/Initials Required	
Requested by _____	Date _____
Budget Code to be charged: _____	
Director of Pupil Personnel Services _____	<input type="checkbox"/> Approved <b>OR</b> <input type="checkbox"/> Denied (Reason: _____)
Deputy Superintendent _____	<input type="checkbox"/> Approved <b>OR</b> <input type="checkbox"/> Denied (Reason: _____)
Technology _____	<input type="checkbox"/> Approved <b>OR</b> <input type="checkbox"/> Denied (Reason: _____)
<i>Device Information (for Technology Dept. only)</i>	
Model: _____	
Serial #: _____	