

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 Circle version: Primary, Elementary, Strategies for Older Students	OK	OK			
	Other: Please specify below					
	Apps: Please specify below			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 OR <input type="checkbox"/> Denied (Reason: _____)
Asst. Superintendent _____	<input type="checkbox"/> Approved OR <input type="checkbox"/> Denied (Reason: _____)
Technology _____	<input type="checkbox"/> Approved OR <input type="checkbox"/> Denied (Reason: _____)
<i>Device Information (for Technology Dept. only)</i>	
Model: _____	
Serial #: _____	