



Turtle River School Division - Administrative Procedure

Section D – Student Services

Specialized Equipment

Turtle River School Division understands the need for specialized equipment in order to support student growth and development. The specialized equipment helps to support the overall goal of accommodating the needs of all students, not being limited to academic supports but may also include a variety of other domains such as cognitive, social, emotional, or physical needs.

The division will work in collaboration with families, outside agencies, clinicians, and the local Health Authority service providers in order to access, borrow, and purchase specialized equipment that will support students and families in our school system.

It is important for schools to plan for students transitioning into our system. Schools must budget funding in order to facilitate the purchase and access of specialized equipment that is needed to support students. However, when a student transfers in unexpectedly or needs arise, there may be no time to plan effectively to purchase and access the required specialized equipment. In these cases, schools will complete a Request for Specialized Equipment form and submit it to the division office for consideration.

The student services coordinator/superintendent will review and approve the request from each school on a one-by-one basis. Requests are considered both as they are submitted and on a yearly basis. The division will support schools in purchasing large and specialized equipment when and where possible. The student services coordinator/superintendent will determine the order of priority based on the consideration of student need, equipment life, access to equipment and resources from other agencies, date of request, and overall cost of the equipment. Purchasing of larger equipment by the student services department requires careful planning in order to ensure the division can meet the various needs of all students in the division.

Board Informed:	Last Reviewed:	Last Revision:
May 14, 2024		



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Request for Specialized Equipment

Date Received:

Please note: this application must be completed in full before it can be approved.

Date of Application: _____ Requested by: _____

Specialized Equipment being requested: _____

Student Name this Specialized Equipment is for: _____

Student Grade: _____

Specialized Needs of the Student _____

Does the Student have an SSP? _____

Program Type (regular, individualized, modified) _____

Have you tried to borrow and/or access this equipment for other agencies? If so, what agencies did you try? What other resources have you considered or explored?

How often would this student use this equipment? How long will it last?

Why is this equipment needed? What is the purpose? Was this equipment planned for?

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How Much does this equipment cost? How much has the school budgeted towards this equipment? How much cost is the school able to cover? From where is it purchased? Please attach copies of the most recent quote(s) for costs regarding the purchase and/or installation of this equipment.

Principal Signature: _____ Date: _____

Resource Teacher's Signature: _____ Date: _____

To be completed by the Student Services Coordinator/Superintendent:

____ Approved to be purchased ____ Denied, unable to purchase at this time

Reason for this Decision:

Student Services Coordinator/Superintendent's Signature: _____

Date: _____

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