



Lakehead  
Public  
Schools

## Section Fourteen

### Equipment



## Section 14 EQUIPMENT

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### How the Board determines if a student requires individual equipment

Lakehead District School Board is committed to ensuring that students with exceptionalities have the personalized equipment necessary to access their educational programs. Student equipment needs are identified through a school-based process (facilitator), as well as by recommendations received through service providers for Community Care Access Centre's.

The Ministry of Education classifies equipment claims for students with exceptionalities as Special Equipment Amount (SEA). SEA equipment must be for special, individualized equipment for use at school. Examples of SEA equipment are:

- speech analyzers
- FM system
- print enlargers for students with low vision
- amplification system
- computer hardware/software
- individually modified desks or work tables
- adjustable desks or computer tables
- Braille writers
- symbol or letter voice translators
- insulated booth and study carrels
- communication aids (e.g., Boardmaker, speech synthesizers)
- positioning devices for sitting, standing, and lying
- other equipment that is required at school for the personal use of specific students to facilitate an approved course of study

A SEA claim may be submitted for any student with a special need who is enrolled in a board and requires equipment to support the student's access to the Ontario curriculum and/or alternative program.

### Required documentation for SEA claims

Each SEA claim must be documented by:

1. an assessment on file from an appropriate qualified professional
2. a copy of invoice(s) or proof of cost of equipment to be purchased, and
3. a current copy of the student's IEP

The first two requirements are expanded below.

1. An assessment on file from an appropriate qualified professional

The appropriate qualified professional will vary depending upon the nature of the student's disability and the purpose and function of the equipment. Regardless of who performed the assessment, it should indicate:

- that this particular device is essential in order for the student to benefit from instruction; and/or
- a diagnosis of the condition the equipment is meant to address.

2. A copy of invoice(s) or proof of cost of equipment to be purchased

- Proof of cost of equipment to be purchased followed by the actual invoice is required. This documentation should show the student number of the student for whom the equipment was purchased.
- The student number (or student name/date of birth, when student number is not provided) must be associated with the equipment. This permits equipment to be tracked should it move with the student to another board later on.

#### Examples of Eligible Needs

- A deaf or hard-of-hearing student who requires an FM amplification system in order to participate in his or her educational program.
- A student with low vision who needs to have large print materials and requires a device to enlarge print, such as a VisualTek7, Opticon7, or computer software such as WINVISION7, to participate in his or her educational program
- A student who is assessed as being legally blind and is a Braille user, and requires a Braille printer, software to convert text to Braille, and a number of other Braille-marked learning aids (for example, Tactile and Visual Globe, APH Talking Science Calculator, or Tactile Braille Rulers), to participate in his or her educational program.
- A student who is assessed by an appropriately qualified professional as being unable to communicate verbally due to a severe physical or communication disability, and requires a speech synthesizer for use at school. Although the unit may have been purchased through the Ministry of Health and Long Term Care's Assistive Devices Program for home use, the unit is not portable and, therefore, cannot be taken back and forth from home to school on a regular basis.



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<b>REQUEST FOR SPECIAL EDUCATION EQUIPMENT FORM</b>		
<b>Student OEN</b>		
<b>Student:</b>	<b>School:</b>	
<b>Grade:</b>	<b>DOB:</b> dd/mm/yy	<b>Age:</b>
<b>Parent/Guardian:</b>	<b>Exceptionality:</b>	
<b>SEA Claim Includes:</b>		
<input type="checkbox"/> <b>Professional Letter OR Assessment</b> Must address the function and purpose of the equipment the student requires to address his/her strengths and needs		
<input type="checkbox"/> <b>Parent SEA Letter</b> (signed by parent)		
<input type="checkbox"/> <b>Individual Education Plan</b> Must provide evidence of the intended use of the equipment in the student's program signed by Principal ( <b>Submit IEP with SEA claim ONLY Upon Request</b> )		
<input type="checkbox"/> <b>Computer Hardware / Software Checklist</b> (Signed by Principal/Vice Principal)		
<input type="checkbox"/> <b>Special Education Requisition Form for Claim Based Equipment(Sensory)</b>		
<input type="checkbox"/> <b>SEA Assistive Technology Training Form</b>		
<input type="checkbox"/> <b>NR1 (Non-Resident) Student with <u>SEA Claim Based Sensory Equipment</u></b>		
<input type="checkbox"/> <b><u>REFRESH Claims:</u></b> Include parent signature SEA form, Original Professional letter, Hardware-Software Form		
<b>Original SEA Claim Received:</b> <input type="checkbox"/> Laptop <input type="checkbox"/> iPad <b>New SEA Claim Requesting:</b> <input type="checkbox"/> Laptop <input type="checkbox"/> iPad <b>(Over 3 years old) – Equipment not functioning properly, broken and not reparable, replacement required (Tech must determine condition first)</b>		
<input type="checkbox"/> Obsolete or broken and not repairable (e-waste) <input type="checkbox"/> No longer meeting needs of student - transferred to the school ( <b>IST/Tech has erased Student's Apple ID and has updated the Insignia Data Base</b> ) <input type="checkbox"/> Other: _____		
<input type="checkbox"/> <b>SEA Transfer Form <u>must</u> be attached to every REFRESH Claim</b>		
Special Education Facilitator(signature):		Date:



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Education Funding  
Special Education Funding Guidelines  
Special Equipment Amount (SEA)  
2018-2019

To read new guidelines go to:

<http://www.edu.gov.on.ca/eng/funding/1819/2018-19-sea-guidelines-en.pdf>

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