



Lakehead
Public
Schools

Section Fourteen

Equipment



Section 14 EQUIPMENT

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.

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:

- FM system
- print enlargers for students with low vision
- computer hardware/software
- individually modified desks or work tables
- Braille writers
- 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. SEA Claims will be made using SEAit software.

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(specialist) will vary depending upon the nature of the student's disability and the purpose and function of the equipment. The specialist might be an Occupational or Physiotherapists, Speech Language Pathologist, Psychologist, or Specialist Teacher. Regardless of who performed the assessment, it should indicate:

- that this piece of equipment is **essential** in order for the student to benefit from instruction and
- how the equipment will be used to support learning

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.

For additional information please see:

**Special Education Funding Guidelines
Special Education Equipment Amount (SEA)
2020-2021**

[Special Education Funding Guidelines: Special Equipment Amount \(SEA\) 2020-21 \(gov.on.ca\)](https://www.gov.on.ca/edu/speced/specedu/funding/guidelines/sea/sea2020-21.pdf)
