## **Benson Public Schools** ISD# 777

## SPECIAL EDUCATION REQUISITION FORM

Directions: Complete this form for all special education purchases. Incomplete forms will not be accepted. Only items required for special education purposes should be listed on this requisition. Forward the completed form to your supervisor.

Complete ONLY ONE of the three sections below (A, B, or C).

Complete the requistion form on the reverse side and route to your supervisor.

Special Education Eligibility and Necessity Determination Questions:

	Please explain why the item(s) requested are necessary:			
A	Student Instructional Materials Please circle YES			
	1. Will the materials be <u>used directly</u> by or with students with disabilities?	YES	NO	
	<ol> <li>Are the materials in addition to those provided the same students in the mainstream? For example, the district provides basic textbooks, computers, and other equipment and supplies for all students. Similar materials are not eligible for special education reimbursement when provided to students with disabilities regardless of setting.</li> <li>OR</li> <li>Does the student with a disability require materials specially adapted for the disability in order for the student to benefit from the special</li> </ol>	YES	NO	
	education program? For example: Braille tests would be eligible while a basic print text at a different grade level is NOT an adapted text.			
	3. Will students with disabilities be the <b>primary</b> and <b>priority</b> users of the materials?	YES	NO	
	4. Are the materials documented in the IEP OR are they a part of the special education program? Enter MARSS #	YES	NO	
В	If you answered yes to questions 1-4, the supplies and materials are eligible special education expenditures.  Teacher Materials			
2,	Will the teacher's manuals and materials be <b>supplemental</b> to the general education curriculum?  If you answered <b>yes</b> to this question, the supplies and materials are <b>eligible special education expenditures</b>	YES	NO	
	5. Are the materials specifically instructional in nature? If you answered yes to question 5, the supplies and materials should be coded to object 433 or 556. If you answered no to question 5, proceed to the next question.	YES	NO	
C	. Non-Instructional Supplies and Materials  Are the materials used exclusively by special education EMPLOYEES and are essential to the special education program?  If you answered yes to this question, the supplies and materials are eligible to be coded to the special education program.  Please code to object 401 (Office Supplies or 555 (Equipment for Office Supervision/Mgmt.)	YES	NO	
	Person Submitting Request:  Name of Staff Member  Title of Staff Person  Date	-		

Item #	Qty	Cost ea	Item Description	Vendor	Disability	Comment
	Comple	ete ONLY O	NE of the three sections below (A, B, or	r C).		
*401-5	Speech, 40	2-DCD Mild to	Moderate, 403-DCD Severe to Profound, 404	-Physically Impaired, 405-DHOH, 406-Visually Im	paired, 407-SL	D, 408-EBD,

\*401-Speech, 402-DCD Mild to Moderate, 403-DCD Severe to Profound, 404-Physically Impaired, 405-DHOH, 406-Visually Impaired, 407-SLD, 408-EBD 409-Deaf/Blind, 410-Other Health, 411-ASD, 412-Developmentally Delayed, 414-Traumatic Brain Injury, 416-Severely Multiply Impaired, 420-three or more Disabilites

Two quotes must be attached for any Item exceeding \$3,000. Quote could include a screen capture from websites or a written estimate.

I verify that this purchase meets the requirements for state and federal funding formula P.L.105-17, Section 613 (a)(2)(i), Minn. Statute 125.75, subd. 4

Sui	pervisor	Signature	9
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