

Task: Obtaining Furniture and Special Equipment

Task	Person Responsible	Date to be Completed
1. Request furniture and special equipment documented on the Individual Evaluation Plan (IEP) through the Health Service Manager.	Teacher, Area Coord.	As needed
2. Discuss and request furniture and special equipment requested by Special Service provider working with child with disabilities. with Health Services Manager.	Teacher Area Coord.	As needed
3. Discuss and request special supplies needed for classroom for children with disabilities with Health Service Manager.	Teacher, Area Coord.	As needed
4. Approve all above requests for furniture and special equipment for children with disabilities. Find resource to order from and place order through P.O. system.	Health Service Manager	As needed