

Child Disabilities

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 Services Manager	Teacher	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	As Needed
3. Discuss and request special supplies needed for classroom for children with disabilities with Health Services Manager	Teacher	As Needed
4. Approve all above request for furniture and special equipment for children with disabilities. Find resource to order from and place order through P.O. system	Health Services Manager	As needed