



South East SELPA  
*Making a Difference*

## Low Incidence Request Checklist

When requesting Low Incidence equipment and materials, please make sure the following items are submitted in order to begin the review process:

**Important:** Please send all documents to [selpa\\_lowincidence@mpesd.org](mailto:selpa_lowincidence@mpesd.org) or fax them to 408-532-9311. **LI request sent to any other email will not be processed.**

- Low Incidence Requisition Form thoroughly filled out with Vendor information, price, and model/part number. The form must be signed by the Special Education Director.
- Current report from an appropriate and qualified professional with specific recommendations pertaining to the need for low incidence equipment based on the student need (i.e. Audiologist, Vision Specialist, ACC Specialist, Physical Therapist, etc.)
- Student's current IEP At A Glance (Do not print the whole IEP.)
- Parent Consent (Signature Page)

Note: The submission of all documents does not guarantee approval. The SELPA Director will review the request. The District Special Education Director will be contacted for denied requests. Approved requests will be processed and purchased following Mt. Pleasant Elementary School District's (MPESD) procedures.

To access the forms in order to complete a Low Incidence request visit:

<https://www.mpesd.org/Page/4997>

For more information about the SE SELPA's Low Incidence Purchasing guidelines, visit <https://www.mpesd.org/Page/4989> : Chapter 13 Low Incidence

If you have questions about the process, please contact the Southeast SELPA office. (408) 223-3772