



State the
Need

The IEP team shall state the need for specialized books, materials, equipment and/or services for the student to benefit from their educational program.



IEP
Requirements

The IEP must include the following:

- Documentation of the low incidence disability.
- An assessment demonstrating the need for specialized services, materials, and/or equipment which has been completed and reviewed by personnel knowledgeable of the student's low incidence disability.
- A goal/objective which directly relates to the use of specialized services, materials, and or equipment being requested



Gathering
Packet

A low incidence packet should include the following documentation:

- Two copies of the completed "Notice of Intent to Purchase Utilizing Low Incidence Funds" which have been signed by the person authorized by the district to approve the request
- A copy of the student's signed IEP
- A copy of an assessment completed by personnel knowledgeable of the suspected low incidence disability
- A recommendation for specialized services, materials, and/or equipment that will meet the needs described in the IEP
- Copies of the specialized services, materials, and/or equipment the IEP team has requested to have funded through low incidence.



SELPA
Approval

The district will log and submit the low incidence packet for review to the West End SELPA. Upon approval from the West End SELPA, the district is responsible for procuring the specialized services, materials and/or equipment.



WEST END
SELPA

ACCESSING LOW INCIDENCE FUNDS