



FORM 215-2

Adopted	January 2011
Last Revised	November 2018
Review Date	November 2023

**Special Equipment Amount (SEA) Per Pupil Assistive Technology
Sample Letter Home to Parent/Guardian
(On School Letterhead)**

Date

Dear Parents/Guardians:

This is to follow-up on our conversation that occurred on _____ about your child's interest and need to access accommodations and increase independence through the use of assistive technology to support learning. At this time, we would like to offer your child an opportunity to trial use of the equipment for approximately four months.

Your child will be supported in the use of the assistive technology by school personnel. Your child's Individual Education Plan (IEP) will be updated to reflect the intended use of the assistive technology. In addition, Student Services Learning Support Coordinator can also provide assistance, upon request.

Determining the success of this trial period is important. Indicators of success include the following:

- Increased overall achievement in your child's engagement, representation of ideas, and expression of their thinking as evidenced by educator observations and student comments
- Evidence that the assistive technology accommodations or modifications indicated in the IEP are supporting learning
- Evidence of use of the assistive technology by viewing work samples

At the end of a successful trial, the assistive technology can be formally assigned to your child as per Special Equipment Amount (SEA) Guidelines. If the trial is not successful, we will consult with you about next steps.

Attached, please find Form 215-1 Special Equipment Amount Per Pupil Assistive Technology Trial Device Application. Please review the form and information under Parent/Guardian, sign, and return Form 215-1 to the school at your earliest opportunity.

Please feel free to contact the school with any questions or inquiries.

Sincerely,

Principal Name
Principal

Attachment

c.c. Ontario Student Record (OSR)