

# Special Education Purchase Determination of Necessity



This form must be completed and attached to all Special Education requisitions.

Answer "Yes" or "No" to the following questions to determine whether requested items are eligible: 1) for reimbursement with federal or state aid; and 2) for inclusion in the state excess cost aid calculation.

Questions 1 and 2 below **must both** be answered YES. If so, proceed to questions 3 and 4; one of these must be answered YES to be a necessary special education expenditure.

ISD 318 Grand Rapids Public Schools  
Special Services  
820 NW 1st Ave.  
Grand Rapids, MN 55744-2701  
Phone: (218) 327-5705  
Fax: (218) 327-5742  
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1. Are the items used directly by or with students with disabilities?

Yes (Eligible)  No (Not Eligible)

2. Are students with disabilities the primary and priority users of the items?

Yes (Eligible)  No (Not Eligible)

3. Are the items in addition to those provided to the same students in the mainstream?

Yes (Eligible)  No (Not Eligible)

*For example, if the district provides basic textbooks, computers, other equipment and supplies for ALL students, these items would not be eligible for special education reimbursement when provided to students with disabilities, regardless of setting.*

**OR**

4. Does the student with a disability require items specially adapted for the disability in order for the student to benefit from the education program?

Yes (Eligible)  If yes, proceed to 4a. No (Not Eligible)

*For example, Braille texts would be eligible but basic print texts would not.*

**4a.** If the expense is a child-specific service, is the service documented in the student's IEP?

Yes (Eligible)  No (Not Eligible)

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**STAFF MATERIALS ONLY:** Are the items to be purchased 1) used specifically for special education purposes, and 2) not normally provided to staff in regular education settings?

Yes (Eligible)  No (Not Eligible)

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Completed  
By: \_\_\_\_\_  
*Signature of Person Submitting Requisition*

Date: \_\_\_\_\_

Authorized  
By: \_\_\_\_\_  
*ISD 318 Director of Special Services*

Date: \_\_\_\_\_