**Appendix I**

**Application process for assistive technology**

1. A National Council for Special Education (NCSE) application form for assistive technology has to filled out by the class teacher, Special education teachers, the school principals and the parents(s)/guardian(s) for the Special Education Needs Organiser for Kildare (SENO). This can take at a minimum 2 weeks
2. The school has to get three quotes for each piece of equipment being applied for. Depending on the equipment, this can take at a minimum 2 weeks.
3. The form is sent to the SENO
4. The SENO approves it and then sends it to the Department of Education for approval. This can take up to 2 months
5. When the school receives the approval letter from the Department of Education, the school must purchase the equipment from its own funds. If the school is low on funds, this can delay the process. The school sometimes may have to wait until they receive capitation grants etc. to boost up their financial capability to purchase the equipment. It is rare this happens (but it can happen in November and December whilst schools await much needed capitation grants from the Department, which arrive in January of every year).
6. When the equipment is purchased the receipts are sent to the department for the school to be paid back. There is no delay here to the pupil getting the equipment however.
7. Before the equipment is handed over to the pupil and their family, they must read and sign up to the school policy called “Home use of School Owned Assistive Technology Policy”
8. The uploading of any required software etc (educational or operational) may have to be done by an external agent as the school has no ICT employee on their staff. This can sometimes delay use of the equipment.