

Specialized Equipment Relocation Requests

All specialized equipment owned by SD 61 is listed in Ebase. Each piece of equipment is listed as an Inclusive Learning asset. In Ebase, you have access to a list of the Inclusive Learning assets in your school. Once you have signed in to Ebase, click on the green puzzle piece  on the left hand side. Next, click on Inclusive Learning and a list of the district-owned specialized equipment that is currently at your school will be visible.

VIHA OTs and PTs working in your schools are able to view all assets currently in use in schools as well as the equipment that is available to loan. If they find equipment for a student that is currently available, they will ask you to enter an Ebase Inclusive Learning Equipment Relocation request to have the equipment moved to your school. You can also use this request to have equipment returned to our storage facility at SJ Willis (Room 1063) if it is no longer needed or transitioned to a student's new school.

PVP REQUESTING/TRANSITIONING/RETURNING Specialized Equipment in Ebase:

Class: Inclusive Learning

Work Type Groups: Inclusive Learning

Work Type: Inclusive (chairs, lifts, beds) -PICK UP/DELIVERY (of known equipment)

Pick Up Location: Room number equipment is in at your school (or Room 1063 at SJ Willis if currently in storage)

Drop Off Location: Room number equipment is going into (if at another school, please find out from PVP which room number, if returning to SJ Willis it is Room 1063)

Time Frame: when you want it moved (ie. asap or over the summer)

Reason: Inclusive Learning Equipment Relocation

Subject: Please move equipment number (ie. IL STO 02) from SCHOOL to NEXT SCHOOL

Description: Any other information

NOTES:

- PVP only have access to specialized equipment at their schools, so sending PVP need to enter the cartage request on behalf of receiving school.
- You can enter more than one piece of equipment into one request (please have all pieces of equipment ready to move in one location in your building).
- Specialized Equipment is stored at SJ Willis (Room 1063). Equipment coming from SJ Wilis will need to be submitted by the receiving PVP.