

Assistive Technology Educational Network

State Loan Library

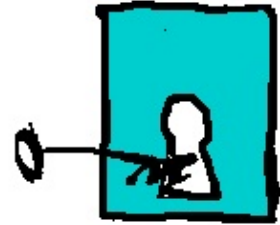
1207 S. Mellonville Avenue

Sanford, FL 32771-2240

(407) 320-2385

(800) 558-6580

Fax: (407) 320-2379



A•T•E•N

**ADMINISTRATOR'S
SHORT TERM LOAN ASSURANCE FORM**

I authorize the person(s) from _____ listed below to
(print county name here)

obtain short term loan equipment from the ATEN State Loan Library for the current school year. I understand this equipment is being provided for trial use for the purpose of assessment and training of students in our county who may be in need of assistive technology. The equipment may be used by the students in their school, home, or community. I understand the equipment **may not** be used by staff to conduct activities outside the state of Florida, for purposes other than those stated on this assurance form unless the Administrator of ATEN State Loan Library gives prior written approval.

As Director of Exceptional Student Education (or my agent), I verify that the persons listed above are employees of this agency and are qualified to use assistive technology with persons with disabilities. If this equipment is lost or stolen, I will notify the ATEN State Loan Library immediately and make arrangements to replace the lost or stolen item(s). If an item is in need of repair, the responsible party will notify the ATEN State Loan Library.

ESE Director (please print): _____

Address: _____

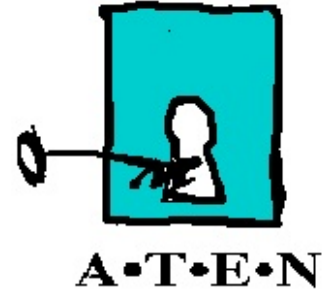
City, State, Zip: _____ Phone: _____

Signature: _____ Date: _____

Return to: ATEN State Loan Library, Attn: Loan Coordinator

1207 S. Mellonville Ave, Sanford, FL 32771-2240, or Fax to: (407) 320-2379

Assistive Technology Educational Network of Florida (ATEN)
State Loan Library
1207 Mellonville Avenue, Sanford, FL 32771
Phone: (800) 558-6580 • FAX (407) 320-2379
Email: melanie_johnson@scps.k12.fl.us



PROCEDURES FOR OBTAINING AND USING SHORT TERM LOAN EQUIPMENT FROM THE ATEN STATE LOAN LIBRARY

ATEN Loan Library lends assistive technology equipment to school professionals who are designated by their district's ESE Director. In order to borrow AT equipment to assess a specific student with disabilities, the following procedures should be followed:

- Verify that you are an authorized borrower as specified by the "Administrator's Short Term Loan Assurance Form" submitted by your district ESE Director.
 - If you are unsure, contact the ATEN Loan Coordinator at 800-558-6580
 - If this form has not been returned to ATEN or you have not been designated, you will need to contact your district ESE Director.
 - The Loan Coordinator can send the "Administrator's Short Term Loan Assurance Form" to your ESE Director to be submitted.
 - Once this form/your name is on file, you are eligible to borrow equipment for the current school year.
 - Contact ATEN to provide the address information about where you would like the equipment sent.
- Requests for loan equipment should be made by telephone or email. The equipment is loaned for **eight (8) weeks** on a first come, first serve basis. It is extremely important to return equipment in a timely manner so that those on a waiting list may have an opportunity to borrow the equipment.
- Fill out the equipment package inventory checklist when the equipment arrives and re-check the list again before returning the equipment to ATEN.
- Please complete the short term loan evaluation form and return it with the equipment to ATEN.
- A due date is sent with each loan kit. When the equipment is due, carefully repackage all contents in the container in which it was sent and contact the ATEN loan library. ATEN will arrange for UPS to pick up the package without charge to you.
- **The package must be picked up from the same address to which it was shipped.**

We appreciate your care in following the loan procedures.