

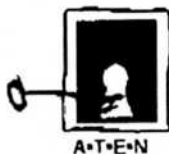
# Assistive Technology Educational Network of Florida

A•T•E•N

1207 Mellonville Avenue

Sanford, FL 32771

(407) 688-4591 • (800) 558-6580 • FAX (407) 688-4593



## 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, for 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 candidates for assistive technology. The equipment may be used by the students in school, home, or in the community environment. I understand the equipment **may not** be used by staff to conduct activities outside of the state of Florida for purposes other than those stated in this Assurance Form unless, the Administrator of ATEN gives prior written approval. Unauthorized use of ATEN equipment may result in the loan privileges of said offender being revoked.

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If it is determined that the equipment is appropriate to meet the educational needs of a student, assistive technology will be considered for possible addition to the IEP for that student.

As chief administrator and supervisor of these applicants, I verify they are employees of this agency, are certified professionals and are qualified to use assistive technology with persons with disabilities. If this equipment is damaged, lost or stolen, I will notify the ATEN immediately and make arrangements to replace lost or damaged item(s).

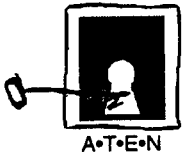
ESE Director (please print): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Return to:** Loan Coordinator, ATEN, 1207 Mellonville Avenue, Sanford, FL 32771



## PROCEDURES FOR OBTAINING SHORT TERM LOAN EQUIPMENT

ATEN loans assistive technology equipment to any professionals designated by the ESE Director in their district. If you would like to borrow equipment for a specific student to determine the educational appropriateness for that student, follow the procedures outlined below.

1. Determine if the ESE Director in your district has signed an Administrator's Short Term Loan Assurance Form designating your eligibility to request short term loan equipment. If you are not sure, call ATEN. If it is determined this form has not been returned to ATEN or you have not been designated, you will need to contact your district ESE Director.
2. When eligible to request short term loan equipment, complete a Short Term Loan Application Form and return it to ATEN. Forms are available from ATEN or the ESE Director in your district. You may do this in conjunction with requesting a specific short term loan kit or to have on file for future requests. Once your form is on file, you are eligible to borrow equipment for the current school year.
3. Requests for loan equipment should be made by telephone. This will assist you in determining whether the equipment is currently available or if not, when it may be expected. The equipment is loaned for **eight weeks** on a first come, first served basis.
4. A due date will be sent with each loan kit. When the equipment is due, repackage the kit in the container in which it was sent and contact ATEN. ATEN will contact UPS to pick up the package without charge to you from the same address to which it was shipped.