The Assistive Technology Review Committee (ATRC) reviews assistive technology and augmentative and alternative communication equipment applications for students. The committee is composed of the following professionals: assistive technology specialist, augmentative and alternative communication specialist, occupational therapist, and special education teacher. When an application for a 504 student is being considered, the District’s 504 program manager participates in this consideration. When necessary, professionals from other disciplines are invited to assist the committee in reviewing the applications.

The committee generally meets on the first Tuesday of each month. Completed applications must be received five days prior to the scheduled meeting.

Applications should be emailed to:  assistivetechnology@pps.net (Subject: ATRC)

Applications may be sent to:  ATRC, Assistive Technology Team @ Tubman, Room 228.

Applicants will be notified in writing of the committee's recommendation to approve or not approve the AT for long-term loan. This recommendation will be based on the supporting data submitted with the LTL application.

Thank you for taking the time to complete this Long Term Loan process. Your efforts help to ensure that students are receiving the appropriate assistive technology for their needs, and gives justification for the purchase of replacement equipment. This furthers our ability to adequately serve the students in our district.

The application MUST include:

- Page 1 – Application Cover Sheet
- Page 2 – Questions - Use additional pages as needed.
- Student's 504 eligibility statement and 504 plan.

If submitting a paper (hard) copy application… Please submit single sided copies ONLY.
Portland Public Schools  
Section 504

Long Term Loan Application  
For Assistive Technology Equipment (Section 504)  
Application Cover Sheet

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Date of Application:</th>
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<tr>
<td>Birthdate:</td>
<td>Applicant Name(s)/Discipline(s):</td>
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<td>School &amp; Grade:</td>
<td>Phone/FAX:</td>
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<tr>
<td>Mental or physical impairment:</td>
<td>Email:</td>
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<td>ESIS #:</td>
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1. Equipment requested: **Be as specific as possible:**


2. Select the area(s) for which the equipment / item is requested:

- [ ] Written Language
- [ ] Communication
- [ ] Reading
- [ ] Study Skills
- [ ] Math
- [ ] Other _________________________________

3. Is the 504 team in agreement about this application?  
   - [ ] Yes  
   - [ ] No

**Questions:** Contact ATRC assistivetechnology@pps.net  
Email completed applications to:  assistivetechnology@pps.net (subject: ATRC)  
OR send completed applications to: ATRC, Assistive Technology Team @ Tubman, Room 228
Long Term Loan Application
For Assistive Technology Equipment (504)
Questions

Please answer the following questions thoroughly. Use additional pages as needed.

1. Describe the student's strengths and limitations related to this request.

2. List strategies (assistive technology, modifications and accommodations) that have been previously tried, the length of time you tried each, and the outcome (how did it work, or why do you think it didn't work). Include trial use of the requested assistive technology in this table.

<table>
<thead>
<tr>
<th>Strategies Tried</th>
<th>Length of Trial</th>
<th>Outcome</th>
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3. Describe how the requested equipment helps the student to access the benefits of public education at a level similar to the average student? (Include one or more examples of how the student performs with & without the requested technology.)

4. Describe how the requested equipment will be used throughout the day.

5. Describe the plan for training teachers or others in the use, care, and maintenance of this equipment. (If the student will be transferring to another school or program, please address this in your plan.)

6. How will this equipment be secured when it is not in use?