Long Term Loan Application
For Assistive Technology Equipment

Directions

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 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, to include data/work samples. Use additional pages as needed.
- Student's IEP Cover Sheet, Service Summary & goals and objectives related to this application.

If submitting a paper (hard) copy application… Please submit single sided copies ONLY.

Note: Samples of applications are available on the Assistive Technology website.
Long Term Loan Application
For Assistive Technology Equipment
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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<tr>
<td>School &amp; Grade:</td>
<td>Phone/FAX:</td>
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<td>Eligibility(ies)/Diagnosis:</td>
<td>Email:</td>
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<td>ESIS #:</td>
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Current Placement: 

Services Received: 

Equipment requested:

(Provide justification for each item requested.)

Length of Trial Use of Equipment:

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

- [ ] Written Language
- [ ] Communication
- [ ] Reading
- [ ] Study Skills
- [ ] Math
- [ ] Recreation/Leisure
- [ ] Vocational
- [ ] Other ____________________________

Is the IEP team in agreement about this application?  [ ] Yes  [ ] No

Questions: Contact the Assistive Technology Team at assistivetechnology@pps.net
Email completed applications to: assistivetechnology@pps.net (Subject: ATRC)
OR send completed applications to: ATRC, Assistive Technology Team @ Tubman, Room 228
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 alternative 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).

<table>
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<tr>
<th>Alternative Strategies Tried</th>
<th>Length of Trial</th>
<th>Outcome</th>
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3. Describe how the requested equipment helps the student's performance related to the IEP.

In addition, please provide **data / work samples / descriptions** of how the student performs **with & without** technology. Include the following information:

a. What was the **assignment or activity**?

b. **How long did it take** the student to complete the assignment or activity (if applicable)?

c. **How much support** did the student need? Was the work generated by the student or copied from a model?

d. Applicable **observations**

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

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