TITLE: Assistive Technology Lending Libraries

NUMBER: BUL-5540.0

ISSUER: Deborah Rubenacker, Director, Related Services
Division of Special Education

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Division of Special Education

DATE: August 16, 2011

ROUTING
All Locations
Local District Superintendents
Local District Principal Leaders
Administrators of Instruction
Support Unit Administrators
School Administrators
School Psychologists
Related Services Staff
School Certificated Staff

PURPOSE: The purpose of this Bulletin is to establish policies and procedures for accessing the Assistive Technology Lending Libraries. It is the policy of the Los Angeles Unified School District (the District) that as part of a Free Appropriate Public Education (FAPE), assistive technology devices and/or services are made available to a student with a disability, if required as part of the student's special education program and/or related services, as specified in his/her Individualized Education Program (IEP), at no charge to the family. The Division of Special Education recognizes the benefits of assistive technology to support its mission to provide the necessary tools to school sites for students to access curriculum, and has allocated funds for the establishment of four regional Assistive Technology Lending Libraries.

The regional Assistive Technology Lending Libraries provide:

- Short term loans of assistive technology devices based on assessed student need to support access to core instruction.
- Training and professional development for students and their support teams which include administrators, teachers, related services providers, and parents in the use of technology to access curriculum.
- Technology to support multi-tiered instruction and intervention within the classroom.
- Information and support to school sites regarding the acquisition of appropriate tools and technology to support the diverse learning needs of their students.

MAJOR CHANGES: This is a new bulletin.

BACKGROUND: The Individuals with Disabilities Education Improvement Act (IDEA 2004) and California special education law require that Individualized Education Program (IEP) teams consider whether students need assistive technology services and devices when developing their IEPs.

BACKGROUND (cont.):

Assistive technology devices and services are defined in the IDEA as:

(1) An Assistive technology device is any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified or customized that is used to increase, maintain, or improve functional capabilities of a student with a disability.

(2) An Assistive technology service is any service that directly assists a student with a disability in the selection, acquisition, or use of an assistive technology device. This includes: (a) evaluation; (b) providing for the acquisition of assistive technology equipment; (c) selecting, designing, maintaining, repairing, or replacing the equipment; (d) coordinating and using other therapies, interventions or services with assistive technology devices; and (e) training or technical assistance for the student, family and other professionals who work with the student.

The *Special Education Policies and Procedures Manual* (July 2007) recommends each school assemble a library of assistive technology tools available for intervention efforts when any student at the school is experiencing difficulties with accessing the curriculum. It also states that whenever possible, IEP teams and Student Success Teams (SST) should utilize equipment from the school inventory as part of the intervention process for students, and that schools utilize their assigned speech and language, occupational therapy, physical therapy, vision, and hearing related services personnel to support and serve as members of a multi disciplinary school site team to address student assistive technology needs.

The *Assistive Technology Position Paper* aligns with the multi-tiered model of instruction and intervention through the provision of specialized tools and technology which support student access to the core curriculum. This model allows all students the opportunity to interact with curriculum in ways that are most meaningful and effective for their learning.

The need for assistive technology devices and services is determined through an assessment process conducted by the local school site's assistive technology team, staff from the District's Assistive Technology Program, or both groups in collaboration. The local school site has primary responsibility to provide the equipment when it has been recommended for a student. Due to variances in equipment order processing and delivery, it may be challenging for school sites to provide recommended equipment in a timely manner.

BACKGROUND (cont.):

The establishment of the Assistive Technology Lending Libraries provides a way for students to have timely access to the technology that has been recommended for them. It also gives teachers, parents, related services, and other support personnel access to current assistive technology devices and materials so that they may become familiar with the equipment and realize the benefit such equipment provides to students. These Assistive Technology Lending Libraries, located in the North, South, East and Central/West areas of the District (see Attachment A), were initially funded through the American Reinvestment and Recovery Act (ARRA) and are supported by the Division of Special Education.

The Assistive Technology Lending Libraries are equipped with a wide range of current low through high-tech assistive technology devices immediately available to students and school teams for short term loans to support access to the curriculum, as well as physical access to learning. District Assistive Technology staff have been assigned to each library to provide training and support to schools in the use of the equipment. Materials in the libraries may be checked out for a short-term loan (up to 60 calendar days) to support student learning and their access to curriculum. These loans will provide an opportunity for all parties to become familiar with the technology and assess its benefit to the student prior to asking the school to identify a funding source and commit to making a purchase of the device.

GUIDELINES:

LAUSD educators may check out assistive technology devices for use with students who have IEPs and are enrolled in District schools. Additionally, District teachers may check out equipment for short term trial use for a specified purpose within their classroom instructional program. The following guidelines apply:

To access the Assistive Technology Lending Libraries (ATLL), the following activities must be completed:

1. Be an LAUSD parent, student, educator, related services provider or other District employee.

2. PRIOR TO THE VISIT:

   A. Contact the school site Assistive Technology team to assure that any device or equipment they are interested in borrowing would be appropriate for the intended student(s).

   B. Explore the ATLL webpage to become familiar with District Assistive Technology policies and procedures and the different kinds of assistive technology equipment available. The webpage may be accessed through http://www.lausd.k12.ca.us/lausd/offices/spec_ed/ATLL/.

GUIDELINES (cont):

C. Contact the local Assistive Technology Lending Library site you intend to visit to schedule an appointment. There is a list of the library sites with contact information on the ATLL Brochure (Attachment A).

D. Complete an ATLL Pre-Visit Questionnaire (Attachment B), obtain administrator approval, and return it to the Assistive Technology Lending Library site at least 1 week prior to your scheduled appointment. This will allow the Assistive Technology Assessor assigned to the library to be prepared to assist you in optimizing your time at the ATLL and to confirm your appointment.

3. During the Visit to the ATLL

Assistive technology devices that are determined to be appropriate for trial may be borrowed from the ATLL for up to 60 calendar days. Equipment loans are provided to District employees only, with approval of their administrator, to support the needs of student or classroom instruction. Parents and students are encouraged to discuss equipment needs with school based teams.

A. ATLL Equipment Loan (Attachment C) must be completed which includes a statement acknowledging the cost of the equipment and a commitment to take proper care of it throughout the loan period. This form must be signed before the equipment can be released.

B. If the equipment is to be used at a school site, the Site Authorization for Short-Term Equipment Loan form (Attachment D) must be signed by the school administrator, and a copy must be sent to the ATLL by school mail within 3 working days of loan to acknowledge that personnel are aware the equipment is on site.

C. If the equipment is intended for use at home, as agreed in the IEP, the parent will need to sign the Site Authorization for Short-Term Equipment Loan form (Attachment D).

Note: Equipment may be borrowed for a period of time not to exceed 60 calendar days. Mid-way through the loan period, school sites should begin the ordering process if they have determined that the equipment is appropriate for the student. An equipment loan extension may be granted on a case-by-case basis, with approval from the AT Program and school site administrator.

GUIDELINES (cont.):

4. Returning Items to the ATLL

In order to support the needs of students throughout the District, individuals that borrow assistive technology devices must:

A. Return ATLL loaned equipment on or before the due date. Individuals who have borrowed equipment will be provided with a courtesy reminder via email three days before the due date. If the ATLL loaned equipment is not returned by the due date, an overdue notice will be sent via email to the borrower and the school principal or administrator. The borrower will be prohibited from checking out additional items from the ATLL until the overdue equipment has been returned.

B. Complete an ATLL Equipment Evaluation (Attachment E) at the end of the loan period and return with the equipment.

C. Notify the ATLL staff of any equipment malfunctions during the loan period.

D. Return all equipment CLEAN, in working order, and with all its component parts.

E. File a police report in the event that the equipment is lost or stolen, and provide a copy of the report to the ATLL.

F. Comply with all SOFTWARE COPYRIGHT LAWS.

G. Arrangements must be made for the return of all ATLL equipment 4 weeks prior to the end of the school year.

Professional Development and Training through the ATLL

The Assistive Technology Lending Library provides a wide range of training opportunities for school site personnel, related services providers, students and parents. A course listing is available on the ATLL website which may be accessed through http://www.lausd.k12.ca.us/lausd/offices/spec_ed/ATLL/. To schedule a professional development or training for individuals or small groups, complete an ATLL Library Training Request (Attachment F) and email it to the appropriate AT Assessor assigned to the ATLL site a minimum of 3 weeks in advance to request a training date. A confirmation of training will be sent by the ATLL one week in advance of the scheduled training.

AUTHORITY: This is the policy of the Los Angeles Unified School District as set forth in the Individuals with Disabilities Education Improvement Act (IDEA 2004) section 20 U.S.C. § 1414 (d)(3)(B)(v) and California Education Code § 56341.1(b)(5).

ATTACHMENTS:
Attachment A: Assistive Technology Lending Library Brochure
Attachment B: ATLL Pre-Visit Questionnaire
Attachment C: ATLL Equipment Loan
Attachment D: Site Authorization for Short-Term Equipment Loan
Attachment E: ATLL Equipment Evaluation
Attachment F: ATLL Library Training Request
Attachment G: Frequently Asked Questions for AT Lending Libraries

RELATED RESOURCES:
Special Education Policies and Procedures Manual (July 2007)
Assistive Technology Position Paper (Summer, 2004)
Individuals with Disabilities Education Act (IDEA)
California Education Code

ASSISTANCE: For assistance or further information, please contact:

Rosaura Sanchez, Coordinator, Occupational Therapy, Physical Therapy, and Assistive Technology Program, at (213) 241-6200 or via email at rosaura.sanchez@lausd.net

Deborah Rubenacker, Director, Related Services Department, at (213) 241-6200, or via email at deborah.rubenacker@lausd.net.

Internet Resources

Assistive Technology Position Paper
Los Angeles Unified School District
Division of Special Education
http://sped.lausd.net
(Position Papers available through the eLibrary tab)

Assistive Technology Office Web Address
www.lausd.net/lausd/offices/spec_ed/AT/index/

Assistive Technology Lending Library
www.lausd.k12.ca.us/lausd/offices/spec_ed/ATLL/

Windows Computer Accessibility Features
www.microsoft.com/enable

Assistive Technology Lending Libraries are funded through the American Recovery and Reinvestment Act (ARRA), and supported by the Los Angeles Unified School District, Division of Special Education

LAUSD Division of Special Education
Related Services Department
Occupational Therapy/Physical Therapy/
Assistive Technology Program

Phone: (213) 241-6200
Fax: (213) 241-8435
Website: www.lausd.net

Sharyn Howell, Executive Director

Los Angeles Unified School District

ASSISTIVE TECHNOLOGY LENDING LIBRARIES

Access for Success

The mission of the Division of Special Education is to provide leadership, guidance, and support to the school community in order to maximize learning for all students within an inclusive environment so that each student will contribute to and benefit from our diverse society.

Assistive Technology Lending Library Locations

Plummer Elementary ATLL
Rooms 45 & 46
9340 Noble Avenue, North Hills 91343

ATLL phone (213) 434-5036
School phone (818) 895-2481
Local Districts 1 & 2

Sierra Park Elementary ATLL
Rooms 100 & 101
3170 Budau Avenue, LA 90032

ATLL phone (213) 434-5040
School phone (323) 223-1081
Local Districts 4 & 5

Leapwood Elementary ATLL
Rooms 22 & 23
19302 Leapwood Avenue, Carson 90746

ATLL phone (213) 434-5039
School phone (310) 327-8245
Local Districts 6 & 8

Wilshire Crest Elementary ATLL
Room 4
5241 W. Olympic Blvd, LA 90036

ATLL phone (213) 434-5035
School phone (323) 938-5291
Local Districts 3 & 7

Assistive Technology Lending Libraries

Access Definitions

Assistive Technology (AT) – any piece of equipment, or product system, that is used to increase, maintain, or improve the functional capabilities of students with disabilities.

Assistive Technology Service – any service that directly assists an individual with a disability in the selection, acquisition, or use of an assistive technology device.

Augmentative and Alternative Communication (AAC) – Any combination of aided or unaided communication modes including gestures, pictures, sign language, or speech generating devices used as a supplement or alternative to oral speech.

Assistive Technology Team – a multi-disciplinary team of general and special education teachers, speech-language pathologists, occupational therapists, physical therapists, and other related services providers focused on addressing the unique needs of learners.

Assistive Technology Assessor – a highly qualified educator certificated by California State University Northridge through the Assistive Technology Applications Certificate Program and/or the Rehabilitation Engineering and Assistive Technology Society of North America. AT Assessors serve as the liaison for access to the Assistive Technology Lending Libraries.

Access for Learning

The Assistive Technology Lending Libraries (ATLL) offer the best of research-based assistive technology to support student success in learning. Each library offers a wide array of technology to facilitate access to curriculum. Student support team members will utilize the Assistive Technology Lending Libraries to determine optimal strategies and equipment to support students through assessment and trials of technology.

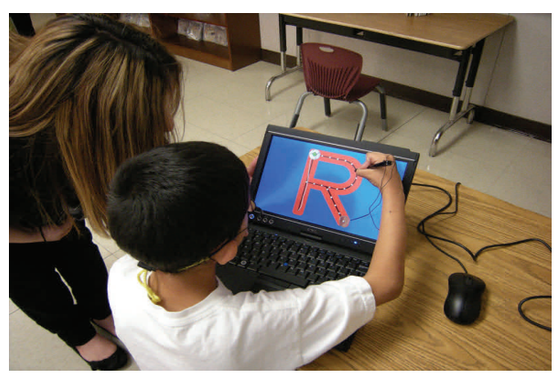
The scope of individual needs are as diverse and unique as the student learner. The Assistive Technology Lending Libraries offer a wide range of supports from basic to highly sophisticated. These technology supports link the needs of the student with the appropriate level of assistance for success. The goal is to provide adequate access to learning with the highest level of independence for the student. The Assistive Technology Lending Libraries provides students and teachers resources, access, and quick availability of technology to facilitate early and ongoing intervention for success in learning.

Access for Collaboration

Assistive Technology (AT) provides resources for students to enhance their success with strategies to meet individual needs for support. The Assistive Technology Lending Libraries are designed to provide opportunities for students to access the newest tools that are available throughout the District.

The Assistive Technology Lending Libraries support:

- IEP Teams in the ease of availability to Assistive Technology equipment to enhance team decision making in supporting student access to the curriculum.
- Students with access to state of the art Assistive Technology supported with training to maximize independence.
- Teachers with a resource center of technology to integrate into progressive classroom instruction and intervention.
- Families to strengthen learning enhanced by Assistive Technology with home to school applications.



Access your ATLL

The four regional Assistive Technology Lending Libraries have been situated throughout the Los Angeles Unified School District to provide easy access for all. School-based team members including administration, teachers, and related services providers can contact the Assistive Technology Lending Library to discuss student needs and assessment.

Contact your local Assistive Technology Lending Library using the phone directory listed below to schedule a time to visit the Assistive Technology Lending Library.

Teachers may access the Assistive Technology Lending Library for trial use of technology to support students within their classroom for an individual student, small group of students, or the whole classroom.

The equipment provided by the Assistive Technology Lending Library is designed for short term loans of equipment for up to 60 days. Long term needs are to be addressed by the school.

LAUSD ATLL Regional Phone Directory

Plummer ES (North)	(213) 434-5036
Sierra Park ES (East)	(213) 434-5040
Leapwood ES (South)	(213) 434-5039
Wilshire Crest ES (West)	(213) 434-5035

Más Información para el Acceso

Artículo de opinión sobre los tecnología asistiva
Oficina de Educación Especial del Distrito Escolar Unificado de Los Ángeles
http://sped.lausd.net
(Artículos de opinión disponibles al hacer clic en "eLibrary")

Dirección Web para los dispositivos auxiliares
www.lausd.net/lausd/offices/spec_ed/AT/index/

Página Web de la Biblioteca de Préstamo de Tecnología Asistiva
www.lausd.k12.ca.us/lausd/offices/spec_ed/ATLL/

Funciones de accesibilidad en las computadoras Windows
www.microsoft.com/enable

Funciones de accesibilidad en las computadoras Macintosh
www.apple.com/accessibility

Las Bibliotecas de Préstamo de Tecnología Asistiva son financiadas por la Ley Norte-americana de Recuperación y Reinversión (ARRA, por sus siglas en inglés) y apoyadas por la Oficina de Educación Especial del Distrito Escolar Unificado de Los Angeles.

Oficina de Educación Especial del LAUSD
Oficina de Servicios Afines
Terapia Ocupacional/Terapia Física/
Programa de Tecnología Asistiva

Teléfono: (213) 241-6200
Fax: (213) 241-8435
Sitio web: www.lausd.net

Translated by LAUSD Translations Unit

Distrito Escolar Unificado de Los Angeles

BIBLIOTECAS DE PRÉSTAMO DE TECNOLOGÍA ASISTIVA

Acceso para el Éxito

La misión de la Oficina de Educación Especial es proporcionarle liderazgo, orientación y apoyo a la comunidad escolar con el fin de que todos los estudiantes aprendan al máximo en un entorno inclusivo para que cada de ellos pueda aportarle a nuestra sociedad diversa y beneficiarse en ella.

Biblioteca de Préstamos de Tecnología Asistiva Localidades

ATLL en la Escuela Plummer
Salones 45 y 46
9340 Noble Avenue, North Hills 91343

Teléfono de la ATLL (213) 434-5036
Teléfono de la escuela (818) 895-2481
Distritos Locales 1 y 2

ATLL en la Escuela Sierra Park
Salones 100 y 101
3170 Budau Avenue, Los Ángeles 90032

Teléfono de la ATLL (213) 434-5040
Teléfono de la escuela (323) 223-1081
Distritos Locales 4 y 5

ATLL en la Escuela Leapwood
Salones 22 y 23
19302 Leapwood Avenue, Carson 90746

Teléfono de la ATLL (213) 434-5039
Teléfono de la Escuela (310) 327-8245
Distritos Locales 6 y 8

ATLL en la Escuela Wilshire Crest
Salón 4
5241 W. Olympic Blvd., LA 90036

Teléfono de la ATLL (213) 434-5035
Teléfono de la Escuela (323) 938-5291
Distritos Locales 3 y 7

Bibliotecas de Préstamo de Tecnología Asistiva

Definiciones del término Acceso

Tecnología Asistiva (AT, por sus siglas en inglés) - Cualquier equipo o sistema de productos, que se utiliza para aumentar, mantener o mejorar la capacidad funcional de los estudiantes con discapacidades.

Servicios de Tecnología Asistiva - Cualquier servicio que ayude directamente a una persona con una discapacidad en la selección, adquisición o uso de un dispositivo auxiliar.

Comunicación Amplificada y Alternativa (AAC, por sus siglas en inglés) - Cualquier combinación de métodos de comunicación que se utilizan con o sin ayuda; esto incluye a gestos, ilustraciones, lenguaje de señas, o dispositivos de generación del habla utilizados como un complemento o alternativa al habla.

Equipo encargado de Tecnología Asistiva - Un equipo multidisciplinario de maestros de educación regular y especial, patólogos del habla y el lenguaje, terapeutas ocupacionales, fisioterapeutas, y otros suministradores de servicios afines que se enfocan en abordar las necesidades únicas de los estudiantes.

Evaluador de Tecnología Asistiva - Educador altamente calificado y titulado por medio del Programa de Certificación con respecto a las Aplicaciones de los Tecnología Asistiva de la Universidad Estatal de California en Northridge, y/o la Sociedad Norteamericana de Ingeniería de Rehabilitación y Tecnología Asistiva. Los evaluadores de tecnología asistiva son personas de enlace que facilitan el acceso a las Bibliotecas de Préstamo de Tecnología Asistiva.

Acceso para el Aprendizaje

Las Bibliotecas de Préstamo de Tecnología Asistiva (ATLL) ofrecen los mejores tecnología asistiva derivados de la investigación para apoyar a los estudiantes de manera que puedan aprender exitosamente. Cada biblioteca ofrece una amplia gama de tecnología para facilitar el acceso al plan de estudios. Los miembros del grupo de apoyo utilizarán a las bibliotecas de préstamo de tecnología asistiva para evaluar y probar la tecnología con el fin de determinar cuáles estrategias y equipo son óptimos para apoyar a los estudiantes.

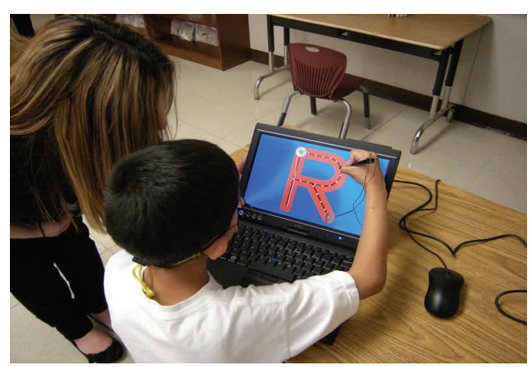
La gama de necesidades individuales es tan diversa y única como el estudiante mismo. Las bibliotecas de préstamo de Tecnología Asistiva ofrecen una amplia gama de apoyos, desde los básicos hasta los más sofisticados. Estos apoyos tecnológicos vinculan a las necesidades del estudiante con el nivel adecuado de ayuda que permitirá el éxito. El objetivo es proporcionarle al estudiante acceso adecuado al aprendizaje y el mayor nivel de independencia. Las Bibliotecas de Préstamo de Tecnología Asistiva les ofrecen a los estudiantes y a los maestros recursos, acceso y disponibilidad inmediata de tecnología que facilita la intervención oportuna y constante que permite que los estudiantes aprendan exitosamente.

Acceso para la Colaboración

Los Tecnología Asistiva (AT) son recursos que permiten que los estudiantes utilicen más exitosamente las estrategias creadas para satisfacer sus necesidades de apoyo particulares. Las Bibliotecas de Préstamo de Tecnología Asistiva están diseñadas para ofrecerles a los estudiantes acceso a los dispositivos más actualizados disponibles en todo el Distrito.

Las Bibliotecas de Préstamo de Tecnología Asistiva apoyan a:

- Los comités del IEP al darles fácil acceso a dispositivos que les permiten tomar mejores decisiones para apoyar el acceso que los estudiantes tienen al plan de estudios
- Los estudiantes al ofrecerles acceso a Tecnología Asistiva último modelo y a capacitación para maximizar su independencia
- Los maestros al proporcionarles un centro con recursos tecnológicos que pueden incorporar a la instrucción e intervención progresiva ofrecida en el aula
- Las familias, para que al implementar en el hogar los apoyos ofrecidos en la escuela se refuerce el aprendizaje que es intensificado por los Tecnología Asistiva



Acceso a su ATLL

Las cuatro Bibliotecas Regionales de Préstamo de Tecnología Asistiva están situadas a lo largo de todo el Distrito Escolar Unificado de Los Angeles para ofrecerles acceso fácil a todos. Los miembros del equipo basado en la escuela, incluso el personal de administración, los maestros y suministradores de servicios afines pueden contactarse con la Biblioteca de Préstamo de Tecnología Asistiva para conversar sobre las necesidades y la evaluación del estudiante.

Utilice el directorio de teléfonos incluido a continuación para ponerse en contacto con la Biblioteca de Préstamo de Tecnología Asistiva y fijar una cita para visitar a la Biblioteca de Préstamo de Tecnología Asistiva.

Los maestros pueden utilizar la Biblioteca de Préstamo de Tecnología Asistiva para probar la tecnología que podría apoyar a los estudiantes de su aula, a un estudiante en particular, a grupos pequeños de estudiantes, o a toda la clase.

El equipo proporcionado por la Biblioteca de Préstamo de Tecnología Asistiva se puede pedir prestado a corto plazo por un máximo de 60 días. Las necesidades a largo plazo deben ser abordados por la escuela.

Directorio Regional de Teléfonos de las ATLL del LAUSD

Escuela Plummer (Norte)	(213) 434-5036
Escuela Sierra Park (Este)	(213) 434-5040
Escuela Leapwood (Sur)	(213) 434-5039
Escuela Wilshire Crest (Oeste)	(213) 434-5035

ATTACHMENT B

Assistive Technology Lending Library (ATLL)
Pre-Visit Questionnaire

ATLL Visitor Name _____

School _____ Position _____

Purpose of Visit:

☐ Student Need (complete student information) ☐ Classroom Need ☐ Equipment Training

Student Name_____ Grade _____ Date of Birth _____

Does Student have a current IEP? ☐ No ☐ Yes If Yes, IEP Signature Date _____

Curriculum Area(s) of Concern:

☐ Language Arts ☐ Communication ☐ Math

☐ Physical Access to Instruction ☐ Other (specify) _____

Description of Student Performance:

1. Describe student _____

_____

2. What are the student's strengths? _____

_____

3. What are the student's needs in the area of curriculum concern? _____

_____

4. What accommodations and modifications have been made to date for this student or class?_____

_____

5. Additional information to help us prepare for your visit _____

_____

Specialized equipment available in classroom and school for use in the curriculum and instruction

Computer(s) ☐Mac ☐Windows Operating System/Version	☐Printer(s)	☐Calculator
☐Word Processor	☐Adapted keyboard	☐Scanner
☐Switches	☐Software (specify):	
☐Other (specify):		

To be completed by Administrator

Visitor's Authorization for ATLL Visit: ☐ Training ☐Check-Out ATLL Equipment

Administrator Name _____ Administrator Title _____

Administrator Approval _____ Date_____

6/17/11

ATTTACHMENT C

Assistive Technology Lending Library (ATLL)
Equipment Loan

Borrower's Information:

Name _____ Daytime Phone _____

E-mail _____

Date Loaned _____ Date to be Returned By _____

Equipment to be used for: ☐ Student Need (complete student information) ☐ Classroom Need

Student Name _____ Date of Birth _____

School Name _____

Does Student have a current IEP? ☐ No ☐ Yes If Yes, IEP Signature Date _____

Equipment:

Item Name
ID #

Value

BORROWER'S RESPONSIBILITY AND LIABILITY

I understand and agree that I am responsible for proper handling and use of the equipment.

I am responsible for returning all components to the Assistive Technology Lending Library (ATLL) on or before the due date. ATLL equipment must be returned 4 weeks prior to the end of the school year.

In the case of loss of a device or components, I will immediately contact the ATLL.

In the case of theft, I will not be held responsible, as long as I **immediately** report the incident to the school police **and** provide a copy of the police report to the ATLL.

I understand it is illegal to copy or distribute any software loaned through the ATLL.

Failure to comply with these responsibilities will result in notification to your school's administration, loss of future access to ATLL, in addition to applicable financial liability.

_____ _____
Signature of Responsible Party Date

_____ _____
Print Name Phone

6/17/11

Assistive Technology Lending Library (ATLL)
Site Authorization for Short-Term Equipment Loan

Borrower Name _____ **Position** _____

Student Name _____

Date of Birth _____ **Local District** _____

School _____ **Location Code** _____

Short-Term Loan Start Date	Short-Term Loan Return Date

Item Name	Serial Number	ATLL Identification Number

Additional Accessories:

Comments:

☐ RECEIVING AUTHORIZATION	☐ RETURNING AUTHORIZATION
Administrator Name **Signature** **Date**	**Administrator Name** **Signature** **Date**
Teacher Name **Signature** **Date**	**Teacher Name** **Signature** **Date**
Parent/Guardian Name **Signature** **Date**	**Parent/Guardian Name** **Signature** **Date**
Provider Name **Signature** **Date**	**Provider Name** **Signature** **Date**
Borrower Name **Signature** **Date**	**Borrower Name** **Signature** **Date**

A copy of this form (signed by the administrator) must be sent to the ATLL by school mail within 3 working days of loan to acknowledge that personnel are aware the equipment is on site.

Assistive Technology Lending Library (ATLL)
Equipment Evaluation

Borrower (Evaluator) Information:

Name _____ Daytime Phone #_____

E-mail _____ Date Loaned _____ Date Returned _____

Equipment was used for: ☐ Student Need (complete student information) ☐ Classroom Need

Student Name_____ Grade _____ Date of Birth _____

School Name _____

Equipment:

Item Name

ID #

Thank you for returning the borrowed equipment to the Assistive Technology Lending Library. To help us enhance our ability to serve you and your students, please rate according to the following scale:

5 – Strongly Agree, 4 – Agree, 3 – Neither Agree or Disagree, 2 – Disagree, 1 – Strongly Disagree

Use of Equipment

The equipment on loan was effective in supporting the needs of the student. **Score _____**

Comments

_____

_____

Frequency of Use of Equipment

The student consistently used the equipment on loan. **Score _____**

Comments

_____

_____

Training provided by Assistive Technology Lending Library staff

The training received was sufficient to support use of equipment by the student. **Score _____**

Comments

_____

_____

Are there plans to provide this equipment to the student for ongoing use? Yes _____ No _____
(ATLL equipment loans are for up to 60 days. Long-term needs are to be addressed by the school.)

If desired, please make additional comments on the reverse side of this form.

ATTACHMENT F

Assistive Technology Lending Library (ATLL)
Training Request

Lending Library Location:

☐ Plummer LD 1 &2 ☐ Sierra Park LD 4 & 5 ☐ Leapwood LD 6 & 8 ☐ Wilshire Crest LD 3 & 7

Today's Date: _____ ****Training Dates**: _____ 1st Choice

_____ 2nd Choice

_____ 3rd Choice

Training Time _____ - _____ Begin Time End Time

Training requested for:

☐ Individual ☐ Small Group (3 – 5 persons) ☐ Large Group _____ (Specify #)

Describe Specific Training Needed:

_____

_____

_____

Contact Information:

Person making request _____

Position _____

School Name _____

Daytime phone # _____ **Alternate phone #** _____

E-mail _____

**** Please allow a minimum of three weeks notice for your training requests.**
A confirmation of training will be sent by the ATLL one week in advance of the scheduled training.

Assistive Technology Lending Library (ATLL)
Frequently Asked Questions (FAQ)

Why were the Assistive Technology Lending Libraries created?	The Assistive Technology Lending Libraries were created to provide students with timely access to technology that has been recommended for them, and to familiarize teachers, support staff and parents with current assistive technology devices so that they may become familiar with the equipment and realize the benefit it can provide to students.
Who can access the Assistive Technology Lending Libraries?	Any LAUSD student, parent, educator, related services provider, or other District employee may access the Assistive Technology Lending Libraries.
Who is AT Assessor at my school site?	First, check with your administrator. Prior to the start of each school year, site administrators receive a letter from the Related Services Department listing the names of all related services providers assigned to that site, including the AT Assessor. If you need additional assistance, please call the Related Services Department at (213) 241-6200.
Who are the members of the school site Assistive Technology team?	School site assistive technology teams should include teachers and other personnel that are knowledgeable in aspects of technology. The team may be supported by the school's assigned speech and language, occupational therapy, physical therapy, vision, and hearing related services personnel, as appropriate to address students' assistive technology needs.
Why is the loan term limited to just 60 days?	A 60-day loan period provides sufficient time for school site teams to determine the effectiveness of the equipment and to support decision making regarding purchasing the assistive technology device. Equipment returned to the Assistive Technology Lending Library then becomes immediately available for loan to another school site.
Does the District have site licensing for any of the software in the libraries?	Yes, many of the software titles available in the Assistive Technology Lending Libraries have been purchased under site licenses. The AT Assessor at your local Assistive Technology Lending Library has software purchasing information and discounts available through the site licensing agreements.
Who do I contact if I decide to purchase something?	Vendor contact information is available on our website, but please ask your Assistive Technology Lending Library AT Assessor if special pricing is available for the item(s) you plan to purchase.
How can I request specialized professional development and training?	Suggestions are always welcome. The ATLL Training Request form should be used to describe your specific training needs and be submitted to the AT Assessor at your local Assistive Technology Lending Library.