Assistive Technology Evaluation Loan Agreement

Education Service Center, Region 20 (ESC-20) provides an Assistive Technology (AT) Evaluation Loan Program and preview services that support school districts/charter schools within its service area. AT equipment is loaned for 35 calendar days to assist in determining a student’s need for AT and evaluating the effectiveness of the AT device and/or support.

ESC-20 Responsibilities

**AT Evaluation Loan Program and Preview Center Contact**
- Provide technical support related to the device(s) and software used for evaluation
- Provide a wide variety of low, mid, and high technologies such as communication aids, academic hardware and software supports, and computer access systems
- Provide loaner equipment on short-term basis (35 calendar days) to districts/charter schools through the designated AT Contact and/or Special Education Director
- Maintain the working condition of the equipment by updating hardware/software and conducting routine repairs associated with normal usage

**Educational Specialist, Assistive Technology (on request)**
- Facilitate collaborative discussions in a decision making framework to ensure quality service delivery
- Assist district/school personnel in addressing student-specific needs using the SETT Framework and the Dynamic AT Evaluation (DATE) available at [www.texasat.net](http://www.texasat.net)
- Identify AT resources and references to assist district/charter school personnel

**District Responsibilities**
- Designate a contact person/designee with AT knowledge and skills to coordinate district use of the equipment checked out through the AT Evaluation Loan Program
- Contact the AT Preview Center one week in advance to request equipment for check-out
- Ensure training for educators, student, and parent(s), when appropriate
- Maintain equipment in a secure location
- Adhere to software copyright laws and notify or ESC-20 remove any user-developed passwords on software applications or devices before return
- Return equipment to ESC-20 AT Lab by specified due date (loan agreement typically based on 35 calendar days)
- If the equipment is needed for an extended period of time, the district representative will contact the AT Contact to request the device for an additional 35 calendar day period. If the device does not have any district(s) on a waiting list for it, then the district may loan the device for an additional 35 calendar day period after given approval by the AT Contact. If there is a waiting list for the device for checkout, then the district is responsible for returning the device to the service center and then requesting to be added to the waiting list to loan the device.
- Return equipment, including all accessories, are in clean and working order
- Provide for repair or replacement of ESC-20 equipment which is damaged or lost due to neglect or abuse

**Terms and Conditions**
- The evaluation loan program is only available to school personnel. Outside contractors or agencies are not able to enter into a loan agreement with ESC-20.
- The AT Evaluation Loan Program is available, without charge, to LEAs within the boundaries of ESC-20.

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ESC-20 recognizes that data collection in the home environment may be necessary to complete the district’s AT evaluation. The district/charter school is responsible for the device during the term it is checked out.

**AT Preview Center Contacts:**

Dana Frankland  
(210) 370-5441  
dana.frankland@esc20.net

Emily Morlandt  
(210) 370-5496  
emily.morlandt@esc20.net

Adriana Godinez  
(210) 370-5435  
adriana.godinez@esc20.net

Please sign and return this agreement to indicate acceptance of terms as stated.

__________________________  __________________________
School District                     Special Education Director

(____)______________________             __________________________
Phone                                Email

__________________________                ____/______/_______
Special Education Director Signature  Date

Please identify the **AT Contact** for your district and provide us with the following information.

__________________________  __________________________
AT Contact Name               Campus Address

__________________________    TX
City                     State

(____)______________________            __________________________
Phone                                Email

Return to:  
Sherry Marsh, Administrative & Instructional Services Component Director  
Education Service Center, Region 20  
1314 Hines Avenue  
San Antonio, TX 78208

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