High Tech/High Cost Materials Loan Process

The staff of the Assistive Technology Preview Center/Lending Library (ATPC/LL) at Region XIII houses a large inventory of assistive technology devices, software, books and resource materials available for districts for short term loan. This service supports districts in making appropriate purchases of assistive technology matched to student needs. Due to a significant amount of loss and damage of the equipment made available for district use, we have instituted this loan process for certain equipment, including but not limited to dynamic display voice output devices and some FM systems. The process is as follows:

1. Upon request, a “Director Approval” form will be sent to the district staff member and must be signed by the special education director. The letter can be faxed to 512-919-5197 to the attention of Robin Reimund, ATPC/LL Manager. Additionally, this signature may take the form of an e-mail from the director’s district e-mail account indicating their awareness that the equipment is in their district and their willingness to comply with the district responsibilities in the loan agreement. This e-mail should be sent to Robin Reimund, robin.reimund@esc13.txed.net.

2. District staff requesting this material may have to fulfill a 3 hour training requirement to ensure a basic familiarity with the equipment being requested and to ensure better outcomes for students. Please contact Nichole Kertis by email nichole.kertis@esc13.txed.net or phone 512-919-5246 for more information on this step.

3. Once the approval form or email and a proof of training are received by the ATPC/LL staff, the item will be checked out to the district. The district staff member must pick up the equipment within 1- business days or the equipment may be given to the next person on the waiting list.

4. Equipment will NOT be mailed to the district due to the high cost of the equipment and the potential for loss. Please contact Robin by email robin.reimund@esc13.txed.net or phone 512-919-5426 to arrange a time and date for district staff to pick up the equipment.

5. The ATPC/LL will provide the assistive technology equipment for short term loan (approximately 6 weeks) to school district staff for use during an assessment and/or trial period.

We appreciate your willingness to support this loan process, and we hope that a reduction in lost or damaged equipment will allow us to continue to provide the most current technology for use by students and staff in Education Service Center Region XIII. If you have any questions about the ATPC/LL, please contact Robin at 512-919-5426 or Nichole at 512-919-5246.