



# Texas School for the Blind and Visually Impaired Outreach Programs

www.tsbvi.edu | 512-454-8631 | 1100 W. 45th St. | Austin, TX 78756

## TECH LOAN APPLICATION

Directions: Please complete all information requested on this form. Applications must be completed in full to avoid delays in processing the loan request. Please contact Cecilia Robinson or Carrie Farraje in VI Outreach - Technology Loan Program at (512) 206-9464 or (512) 206-9469, or [robinsonc@tsbvi.edu](mailto:robinsonc@tsbvi.edu) or [farrajec@tsbvi.edu](mailto:farrajec@tsbvi.edu) if you have questions.

Name of Student: \_\_\_\_\_

School District Name/Number: \_\_\_\_\_ ESC: \_\_\_\_\_

Sponsoring Agency: \_\_\_\_\_

Equipment requested: \_\_\_\_\_

\_\_\_\_\_

Purpose/Statement of need: \_\_\_\_\_

\_\_\_\_\_

Date equipment is needed: \_\_\_\_\_

Projected end date of loan: \_\_\_\_\_

*(May not exceed the end of the school year without prior notice.)*

Is onsite technical assistance needed for initial use?      Yes      No

Is onsite technical assistance needed for on-going use?      Yes      No

*(If yes, please complete the Funding Assistance Agreement, page 4)*

Person making request: name, phone number, email and address:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

# PLANS FOR EQUIPMENT LOAN

## Training Plan

1. Plans for initial training for student and/or team - (ex. Wed 1/2 hour session with TVI, ESC will provide consultation, we are requesting TSBVI support, etc.)

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2. Plans for on-going support - (ex. None needed, ESC tech support to provide training on an "as needed" basis, we are requesting TSBVI support, etc.)

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## Procurement Plan

1. Describe process for purchase of equipment prior to end of loan period (if applicable):
  
2. Person responsible for procurement:
3. Sources of funding to be explored:
4. Timeline for contacting funding sources:

## Technology Evaluation\* (required with completed application)

Attach a technology evaluation\* that includes:

- A statement of student's current education program
- Statement of current educational or instructional needs for technology
- Current level of competency in utilizing recommended equipment
- Short term and long term technology goals

\* For Active Learning equipment, a Functional Schemes Assessment or an OT/PT report will be sufficient.

## Shipping Address

Please use street address. UPS will not deliver to a Post Office Box.

Agency: \_\_\_\_\_  
Street/PO: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Attention: \_\_\_\_\_

## Signatures

Signatures listed below are required.

- I accept responsibility to maintain and keep the equipment in good working condition while it is in our school's possession.
- I understand that the Sponsoring Agency will be responsible for any repair expenses while it is loaned.
- I understand that the TSBVI technology loan program has made technology available for a limited period of time. If the student needs the equipment longer than the loan period we will contact TSBVI and attempt to secure funding for local purchase or other loan sources for this equipment.

\_\_\_\_\_  
**Signature of Teacher of Students with Visual Impairment**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed teacher name**

\_\_\_\_\_  
**Signature of Administrator of Sponsoring Agency (ISD, ESC, etc.)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed administrator name**

Please fax the completed application to: **TSBVI Outreach** Attn: **Tech Loan**  
**FAX # 512-206-9320**

