

Pennsylvania Training and Technical Assistance Network  
(PaTTAN)

**SHORT TERM LOAN PROGRAM**  
Participation Form

Any LEA (Local Educational Agency); i.e. Intermediate Unit, School District, Charter School, Approved Private School, or State Early Intervention Program (i.e. County Infant/Toddler Early Intervention Program or MAWA Preschool Early Intervention Program); may borrow assistive technology or reference materials on a trial loan evaluation and demonstration period (Short Term Loan).

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By participation in this program, it will be our (LEA) responsibility to:

- Maintain the Short Term Loan equipment/materials in good condition. If the contents are damaged, lost, or stolen, we will notify the Harrisburg Office of the Pennsylvania Training and Technical Assistance Network immediately by calling 800-360-7282 to make arrangements for our agency to replace and/or repair the device and/or materials.
- Have the equipment and/or materials, provided during the demonstration and trial loan period, ready for return at the end of the loan period.
- Have the Short Term Loan at the designated location for return shipment by UPS. PaTTAN will provide delivery and return shipping.
- Provide staff to attend training sessions to learn how to implement the assistive technology services within the program. Some of the trainings will be on-site at the school, while others will require travel to a regional site.

We are interested in participating in the Short Term Loan Program. As chief administrator of this facility, I am acknowledging our participation and responsibility in this program and verifying that the staff of this agency may borrow from the PaTTAN Short Term Loan Program.

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(PRINT or TYPE)

Agency:*	_____	IU Area:	_____
Address:	_____	Phone:	_____
City / State / Zip:	_____	County:	_____
Chief Administrator:	_____	Title:	_____
Signature:	_____		

\*Agency MUST be an Intermediate Unit, School District, Charter School, Approved Private School, or State Early Intervention Program (i.e. County Infant/Toddler Early Intervention Program or MAWA Preschool Early Intervention Program).