

PLATTSBURGH CITY SCHOOL  
DISTRICT  
Special Education Office  
49 Broad Street  
Plattsburgh, New York 12901



Fortune Ellison  
Director of Special Education,  
Chairperson Committee on Special  
Education & CPSE  
518-563-6262 Fax 518-247-4955

### **Special Education Assistive Technology Procedures for Borrowing Resources**

Any one that borrows or leases books, software, videos or equipment, which includes hearing impaired equipment, MUST sign this agreement. This signed agreement will be kept on file in the special education office. The agreement states, be it student, parent, or district, that if you damage Plattsburgh City School District materials due to neglect or lost materials, you are responsible for replacement or repair costs. It also states materials and equipment can not be passed or lent to friends or colleagues or used by other family members. Where applicable, you are not allowed to copy additional software on to the computer or device and you are to follow the correct procedures for care as stated in the manual.

Please be advised that if you, as the student and/or parent are to take technology related equipment or software home, you are fully responsible for the correct and proper care of these items. If applicable, the computer or device must be transferred to and from school in the provided case or in an appropriate box and must return back to school each day. Equipment may be taken home during school vacations to complete homework assignments.

I do understand and agree to the above procedures:

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*Student's signature* *Date*

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*Teacher's signature* *Date*

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*Special Education Administrator* *Date*

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*Equipment Numbers/Description* *Date*

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*Related Service Provider* *Date*

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*Parents Signature* *Date*