

Assistive Listening Device Policies/Process

Research suggests that this equipment may be appropriate for children with normal hearing with certain conditions such as ADHD and children with certain types/degrees of hearing loss (e.g. unilateral hearing loss, mild hearing loss). It is not appropriate for children with moderate, severe or profound hearing losses.

This equipment is not appropriate for certain children. We have a specific approval process that must be completed before a loan can be made.

Generally, these loans are made through a request from a Teacher of the Auditory Impaired (AI Teacher).

1. Assistive Listening Device loans are short-term – 45 days with an option for 1 renewal
2. Checkout limit 1-2 items
3. Items must be returned CLEAN and in working order
4. School districts/charter schools (LEAs) assume financial responsibility for repairing the equipment, if it is damaged as a result of neglect or carelessness.
5. LEA may be asked to reimburse ESC Region 13 at the market value, if the equipment is lost or damaged beyond repair.
6. Loaned equipment is the financial responsibility of the LEA; therefore, it is up to the discretion of the LEA as to whether or not equipment will be sent home with a student. LEAs must keep in mind that this equipment is loaned for the purpose of assessment.
7. Download and complete the [ALD Loan Process](#) form.
8. **FOLLOW the Secure Sharing of Confidential Information** instructions on the ALD loan process form. This completed form has student data and must be shared confidentially.



9. A [Special Education Director Approval Form](#) must be completed and signed. This form indicates that the director is aware that this equipment is in his/her district or charter and signals his/her willingness to comply with the district's responsibilities in the loan agreement. A completed form should be emailed to the AT Preview Center Manager, Marissa Alonso.
10. Questions on this process should be directed to [Rachael Valenzuela-Vega](#) (Deaf and Hard of Hearing (DHH) specialist)