

# ATAC Lab Checkout/Return Process During Building Closures

The WISD ATAC Lab is open but will maintain limited hours during building closures/remote learning. The ATAC Lab staff will be available by [email](mailto:library@washtenawisd.org) (library@washtenawisd.org) during normal hours (T, R, F, 7:30 am to 3:30 pm), but the process for receiving and returning equipment/tests has changed.

## Checkout Process

1. Use the [WISD Online Catalog](#) (i.e., Destiny) to request equipment/tests (as done in the past).
  - Use the following link to see instructions for searching for and placing a “hold” on equipment/tests you would like to check out:  
<https://washtenawisd.org/sites/default/files/Special%20Education/Assistive%20Tech/Catalog/How%20To%20Check%20Out%20an%20Item.pdf>
2. Book an appointment to pick up the equipment/test(s). Fifteen-minute appointments are available Tuesday and Thursday afternoons from 1:00 to 3:00 pm. (Note: Appointment availability is subject to change based on demand or lack thereof, and all appointments must be made at least 24 hours in advance.)
  - Click on the following link: <https://washtenawisd.org/departments/special-education/assistive-technology/wisd-assistive-technology-online-lending-library>
  - Under “Book an Appointment,” select “AAC/Assistive Device Pick Up” and choose your appointment day and time.
  - Enter your name, email, and phone number, and in the “Appointment Notes,” enter the name of the item(s) you plan to pick up.
  - Scroll down and click on “Book appointment.”
3. Pick up equipment
  - ARRIVE at the TLC Building, 1819 S. Wagner Rd., Ann Arbor, MI 48103, WITHIN 15 minutes of your appointment time.
  - Pull up along the curb by the ADMIN entrance doors (the next set of doors east of the main entrance) with your driver’s side window facing the building, and PARK NEAR the “**ATAC Lab Pick Up/Drop Off**” sign.
  - STAY IN YOUR VEHICLE.
  - Open your trunk (if you must open manually, please do so and then return to your vehicle).
  - An ATAC Lab staff member will place the equipment/tests in your trunk.
  - Once the ATAC Lab staff member has walked away, you may exit your vehicle to close the trunk and exit the drive.

NOTE: As a precaution, all staff members will be wearing masks to ensure safety for everyone. If staff is not waiting outside for you, please call 734-994-8100 ext. 1617.

4. Initiate the [ATAC Lab Checkout Agreement](#) form for parents/guardians to complete. **This form is for equipment going to student homes** (this form is not for tests or equipment being used by teachers). There is an [electronic version](#) of this form, or alternatively, you can print off a [PDF version](#) the form.
  - For the [electronic version](#), initiate the form by entering equipment information and student name (you will only be able to fill out specific active/fillable fields).
  - Once you submit the form, you will be provided with a box to enter the email address of the parent/guardian who needs to sign off on the agreement.
  - The parent/guardian will receive an email asking them to complete the form. They will need to:
    - i. Enter their student’s info

- ii. Enter their contact info
- iii. Sign the form
- iv. Click submit

NOTE: For the [PDF/print version](#) of the form, once it is filled out and signed, you can send a picture of both sides of the completed form to [library@washtenawisd.org](mailto:library@washtenawisd.org).

## Return Process

1. Email [library@washtenawisd.org](mailto:library@washtenawisd.org) to notify staff that you would like to return equipment. Indicate what equipment/test(s) you would like to return.
2. Book an appointment to drop off the equipment/test(s). Fifteen-minute appointments are available Tuesday and Thursday afternoons from 1:00 to 3:00 pm. (Note: Appointment availability is subject to change based on demand or lack thereof, and all appointments must be made at least 24 hours in advance.)
  - a. Click on the following link: <https://washtenawisd.org/departments/special-education/assistive-technology/wisd-assistive-technology-online-lending-library>
  - b. Under “Book an Appointment,” select “AAC/Assistive Device Drop Off” and choose your appointment day and time.
  - c. Enter your name, email, and phone number, and in the “Appointment Notes,” enter the name of the test(s) you plan to return.
  - d. Scroll down and click on “Book appointment.”
3. Drop off equipment
  - Place all items being returned in the trunk of your vehicle.
  - ARRIVE at the TLC Building, 1819 S. Wagner Rd., Ann Arbor, MI 48103, WITHIN 15 minutes of your appointment time.
  - Pull up along the curb by the ADMIN entrance doors (the next set of doors east of the main entrance) with your driver’s side window facing the building, and PARK NEAR the **“ATAC Lab Pick Up/Drop Off” sign**.
  - STAY IN YOUR VEHICLE.
  - Open your trunk (if you must open manually, please do so and then return to your vehicle)
  - An ATAC Lab staff member will retrieve the equipment/tests from your trunk.
  - Once the ATAC Lab staff member has walked away, you may exit your vehicle to close the trunk and then exit the drive.

NOTE: As a precaution, all staff members will be wearing masks and gloves to ensure safety for everyone. If staff is not waiting outside for you, please call 734-994-8100 ext. 1617.

## Van Delivery

Van delivery is available for patrons whose districts have in-person learning and access to enter their district’s buildings. Please email [library@washtenawisd.org](mailto:library@washtenawisd.org) if this applies to you. The inter-district van picks up and delivers items every Wednesday.