

# CSC of Eastern Hancock County

10370 E. County Rd. 250 N. \* Charlottesville, IN 46117 \* [www.easternhancock.org](http://www.easternhancock.org)  
(317) 936-5444 Phone \* (317) 467-0064 Phone \* (317) 936-5516 Fax

## School Equipment Check-Out

Dear Parent or Guardian:

Your signature below means that you assume responsibility for returning the loaned School property as specified below. A designated school staff member is providing you with training regarding how to use this equipment properly and may be contacted if you have additional questions. You are advised that the loaned equipment is for the sole use of you/your child. You acknowledge that you will return the designated equipment on time and in the same condition as when you obtained it. Failure to return the equipment on time and in the same condition as when you obtained it may result in a requirement to compensate the School for the loss or poor condition of the device.

Type of Equipment to be loaned:

\_\_\_\_\_

Inventory Tag Number: \_\_\_\_\_

Student Name and Grade: \_\_\_\_\_

Purpose of Loan: \_\_\_\_\_

Date of Loan: \_\_\_\_\_ Return Due Date: \_\_\_\_\_

Training Provider Name \_\_\_\_\_ Phone \_\_\_\_\_

Parent Name \_\_\_\_\_ Phone \_\_\_\_\_

Parent Signature: \_\_\_\_\_

School Representative Signature: \_\_\_\_\_

Copies to: Parent, Training Provider, School Representative, Student File

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**David Pfaff**  
Superintendent

**Jenny Toth**  
HR Specialist

**Adam Kinder**  
Director of Business & Operations

**Tracy McCarty**  
Executive Secretary

**Kelly McKeeman**  
Director of Special Education