

Library and Resource Center
Virginia Department for the Blind and Vision Impaired
395 Azalea Avenue
Richmond, Virginia 23227
804-371-3661 - 800-552-7015 - fax 804-371-3508

ADAPTIVE EQUIPMENT REASSIGNMENT FORM

If you want to reassign an equipment item from one student to another and/or one teacher to another, notify the LRC by completing this form. Be sure to make a copy for your records before submitting. **NOTE: CCTV's cannot be transferred without prior approval from the LRC.**

DATE: _____

ITEM TITLE (i.e. Lightbox, Braille):

EQUIPMENT CATALOG# OR MODEL# (i.e. 1-08660-00, 1-00850-00):

EQUIPMENT COPY# OR SERIAL# (i.e. #999, #B9876):

CURRENTLY ASSIGNED TO:

_____ (Student Name)

_____ (School Division)

_____ (Teacher Name)

REASSIGN TO:

_____ (Student Name)

_____ (School Division)

_____ (Teacher Name)

SUBMITTED BY:

NOTES (Optional):