

Livescribe Pen Process and Responsibilities

Student Responsibilities

- Verify disability with the DRC
 - Complete DRC Student Application for Services
 - Provide medical documentation from your physician
- Meet with your Access Specialist, who will explain and authorize use of Livescribe Pen
- Complete Assistive Technology Training (ATT) Request Form to schedule demonstration of equipment
- Attend demonstration to determine interest and learn pen capabilities
- Meet with Assistive Technology or Electronic Information Specialist to check out Livescribe pen, extra ink, and notebook (additional notebooks can be purchased at the University Bookstore)
- Report difficulties or problems to your DRC Access Specialist as soon as possible
- Return pen to DRC front office at the end of the year
- Discuss benefits with your Access Specialist to determine future use, if desired
- Request either Note-Taking or use of Livescribe Pen for future quarters

Note: LiveScribe may replace the need for a Note-taker in all or most classes.

DRC Responsibilities

- Determine eligibility for LiveScribe Pen based on an impairment-related functional limitation
- (Assistive Technology or Electronic Information Specialist) Contact student to schedule appointment
- (Assistive Technology or Electronic Information Specialist) Provide demonstration/training on use of LiveScribe Pen
- Provide Livescribe Pen, additional ink, and one notebook (additional notebooks can be purchased at the University Bookstore)
- Assist in resolving any problems that may occur with Livescribe Pen
- Assist in evaluating benefit of Livescribe Pen for future Note-Taking needs

MORE SPECIFIC INFORMATION CAN BE FOUND ON THE WEB AT

[HTTP://DRC.CALPOLY.EDU/CONTENT/SERVICES/LIVESCRIBE](http://DRC.CALPOLY.EDU/CONTENT/SERVICES/LIVESCRIBE)

DRC STAFF AND YOUR ACCESS SPECIALIST ARE AVAILABLE TO ANSWER ANY ADDITIONAL QUESTIONS