

ATAC Lab Pick-Up Appointment Instructions

Pick-Up Instructions

On the day of your appointment, please follow the pick-up instructions below:

1. Arrive at the TLC Building, 1819 S. Wagner Rd., Ann Arbor, MI 48103, WITHIN 15 minutes of your appointment time.
2. 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**.
3. STAY IN YOUR VEHICLE.
4. Open your trunk (if you must open manually, please do so and then return to your vehicle).
5. An ATAC Lab staff member will place the equipment/tests into your trunk.
6. Once the ATAC Lab staff member has walked away, you may exit your vehicle to close the trunk and then exit the drive.

PLEASE 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.

Will the Student Be Using the Item at Home?

For equipment that will be used by students at home, please initiate the [ATAC Lab Checkout Agreement](#) form for parents/guardians to complete once you have picked up the device(s).

- For the [electronic version](#), initiate the form by entering student name and equipment information (you will only be able to fill out specific active/fillable fields).
- Once you submit the form, you will be provided 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

PLEASE 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.

If you have any other questions or concerns, please email library@washtenawisd.org.