

Process to Insure Availability of Alternative Format Books at All Schools

1. The Assistive Technology Coordinator will send an e-mail notice to all case managers during the first week of May reminding them to submit audio book request forms for books for all students on IEPs who have alternative format (e.g. audio, Braille, large print, etc.) books listed as Assistive Technology on the Special Factors and/or as an accommodation on the Accommodations Page of the IEP for the coming school year. The Coordinator will also request names of any students on IEPs who are being considered for alternative format books.
2. Case managers can request books for secondary students as soon as those students have registered for fall classes. For elementary students, case managers should request books as soon as the books have been identified by the classroom teacher.
3. The Coordinator will work with the BOCES Media Specialist and the Media Specialists at each school to coordinate sources for books.
4. School Media Specialists will manage requests for audio books from their collections and from public libraries.
5. The BOCES will manage requests for materials from RFB&D, Bookshare.org and Accessible Book Collection for students with documented print disabilities and from the BOCES media center if books are not available through the school.
6. Districts and the BOCES will cooperatively manage books from Audible.com.
7. As long as teachers have notified the Coordinator of students' needs by the end of the preceding school year, alternative format books will be available to students by the first regular class day of the school year.
8. Alternative format book requests received after the end of the preceding school year will be available within fifteen school days of the receipt of the request.
9. The Coordinator will be responsible for either acquiring/downloading the books or for assisting school personnel.
10. This process does not apply to students in general education or on 504 plans.