

Rhode Island Materials Access Center @ TechACCESS of Rhode Island

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DISTRICT LIAISON INSTRUCTION SHEET

1. Determine eligible students from IEP who requires alternate format of instructional material according to IDEA 2004 **no later than April 9th.**
 - a) Ascertain if documentation of student disability is in the student's confidential file
 - b) Fill out the "*Registration for RIMAC Accessibility*" form at <http://www.techaccess-ri.org/> **no later than April 9th**

Information needed:

 - ❖ 1st day of school
 - ❖ SASID #
 - ❖ Date of Birth
 - ❖ Grade
 - ❖ Current School
 - ❖ Case Manager, or 504 Coordinator, Phone #, Email address
 - ❖ District Liaison, Phone #, Email address
2. Gather all information about the child's schedule for the upcoming year. This includes the ALL textbooks and tradebooks:
 - ❖ ISBN # (not the teacher's edition)
 - ❖ Title
 - ❖ Author
 - ❖ Publisher
 - ❖ Edition
 - ❖ Copyright date
 - ❖ If Series, Subtitle
 - ❖ Language of book ex. French, Spanish, English
3. The format of the instructional material:

Large Print:

 - a) Point Size (font size) you need to specify what size you need. (Example 18 or 22)
 - b) Paper: White, Cream
 - c) Color or Black & White (pictures for example)

Braille:

 - a) Uncontracted- grade 1
 - b) Contracted- grade 2
 - c) Single or double-sided books (A choice may not be available)

Electronic Platform:

 - a) PC or Mac

Audio:

 - a) CD or DVD
 - b) E-Text
 - c) SD Card
4. All hardware and software used with the student.
5. Fill out the "*Request for RIMAC Accessible Materials*" form at <http://www.techaccess-ri.org/> **no later than May 7th.**
6. I will send information about the alternate instructional material to you via email. At that time please make out a PO to the production house. (Example: Library Reproduction Services or Rhode Island Materials Access Center.)
7. Have student sign Electronic Text Usage Agreement/Textbook Usage Agreement. A Copy should be kept at the district level.