

AVAILABILITY OF ALTERNATIVE FORMAT INSTRUCTIONAL MATERIALS FOR STUDENTS WITH DISABILITIES

The Board of Education recognizes its responsibility to ensure that all the instructional materials used in the district's schools are made available in a usable alternative format for students with disabilities in accordance with their individual educational needs and course selection at the same time as those materials are available to non-disabled students. In accordance with applicable law and regulations, any such alternative format procured by the district will meet the National Instructional Materials Accessibility Standard.

Alternative format is defined as any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a student with a disability enrolled in the school district, including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file. An electronic file must be compatible with at least one alternative format conversion software program. Materials in alternative formats must be provided at the same time that such instructional materials are available to non-disabled students.

The district's plan must:

- ensure that the District's procurement policies give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats.
- specify, when an electronic file is provided, how the format will be accessed by students and/or how the district will convert to an accessible format;
- identify the needs of students residing in the District for alternative format materials;
- specify ordering timelines to ensure that alternative format materials are available at the same time as regular format materials are available to non-disabled students; and
- include procedures to address the need to obtain materials in alternative format without delay for students with disabilities who move into the school district during the school year.

The district will notify vendors of the requirements concerning alternative formats and will request:

- A listing of alternative formats for instructional materials that are offered by the vendor.
- The time frame in which alternative format materials are available.

If an electronic file is provided to the district, and must be utilized by a student with a disability, the district will either:

- Utilize existing adaptive technology in place for the specific student; for example, joystick keyboard for physically disabled student, large screen monitor for visually impaired student, amplifier for hearing impaired student; or
- Purchase technology to convert software to an alternative format that is appropriate to meet the needs of the individual student; or
- Purchase the same materials presented in the electronic format in the appropriate alternative format that is needed as an accommodation for a student with a disability, including but not limited to Braille, large print, open and closed captioned, audio.

The needs of students residing in the district needing alternative format materials will be identified as follows:

- Students with an IEP requiring alternative format materials will be identified by the Committee on Special Education and the alternative format materials will be specified in the student's IEP. It will be the responsibility of the Director of Special Education to coordinate the procurement, in a timely manner, of the alternative format materials so specified.
- Students with Section 504 Plans requiring alternate format materials will be identified by the Building Section 504 Committee and the alternate format materials will be specified in the student's Section 504 Plan. It will be the responsibility of the Director of Special Education to coordinate the procurement, in a timely manner, of the alternative format materials so specified.

Ordering time lines to ensure that alternative format materials are available at the same time as regular format materials are available to non-disabled students are as follows:

- Requisitions for alternative format materials for students with an IEP will be forwarded to the Director of Special Education, and requisitions for alternative format materials for students with Section 504 Plans will be forwarded to the Director of Special Education.
- The Director of Special Education will process the requisitions for alternative format materials following the steps of the Budget Calendar as prepared by the Business Administrator and Board of Education.
- If, as the result of CSE annual review meetings and Section 504 Committee meetings, there are additions and/or deletions for alternative format materials for students with disabilities, the original requisition will be modified by the Director of Special Education and forwarded to the Business Administrator prior to June 30th of each school year. Requisitions for alternative format materials will be identified and will be given priority processing by the business office to ensure that these materials are available to Students with Disabilities for the beginning of the school year.

Alternative format materials for students who move into the school district during the school year will be provided as follows:

- The Director of Special Education for IEP students and Section 504 students will be responsible for any student who transfers into the district and needs alternative format materials and will contact the sending district to attempt to arrange for the purchase of the alternative format materials needed for the transferring student.
- In the event the alternative format materials are not available, a requisition for the procurement of these materials will be prepared by the Director of Special Education.
- Requisitions for alternative format materials for students transferring into the district during the school year will be forwarded to the Business Administrator with a request for priority processing by the business office. Purchase orders will be faxed to the vendor.

Cross-ref: 6700, Purchasing

Ref: Individuals with Disabilities Education Act (IDEA), 20 USC §§1474(e)(3)(B)
Education Law §§1604(29-a); 1709(4-a) 1950(4-a); 2503(7-a); 2554(7-a); 3602(10)(b)
8 NYCRR §§200.2(b)(10)
State Education Department, Office of Vocational and Educational Services for Individuals with Disabilities (VESID), Policy 02-05 Amendment to Section 200.2 of the Regulations of the Commissioner Implementing Chapter 377 of the Laws of 2001: Plans to Provide Instructional Materials in Alternative Formats for Students with Disabilities, May 2002, available electronically from the VESID website at www.vesid.nysed.gov/specialed/publications/policy/alterformat502.htm

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