

**ACCESSIBLE INSTRUCTIONAL
MATERIALS** |

TYPES OF ACCESSIBLE IM'S

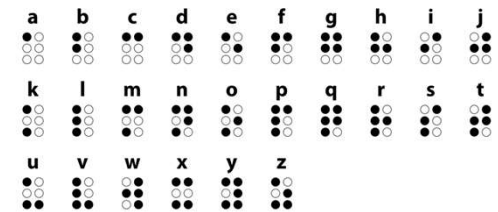
Braille

Large Print

Audio Instructional Materials

Digital Materials

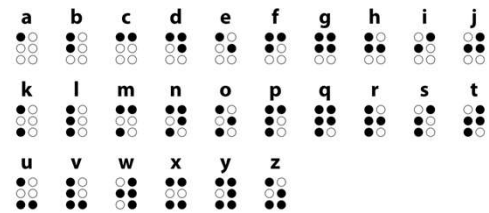
Electronic Files



BRAILLE/LARGE PRINT

May Order When EMAT Opens in the Spring

Free to Districts if IM is State Adopted/No Charges Toward IMA



AUDIO/DIGITAL/ELECTRONIC

Audio Materials Available in EMAT Through a Requisition

Publishers are Required to Provide Digital Materials in Accessible Format if State Adopted

Electronic Files are also Available Upon Email Request to TEA



ORDERING

You Should Receive a List from your SPED Department of Required Books for each Student

SPED Department May not Know what Book is Needed but if They Give You the Course Name it is Helpful Especially for Grades 7-12



ELIGIBILITY

Based on the Annual Registration of Students with Visual Impairment Data Submitted by Schools at the End of each Calendar Year

If EMAT/EVI Indicates your District Doesn't have Sufficient Eligibility for the IM's Needed, Check to See if you Have New Students Enrolling



ACCESSIBLE IM VENDORS

Bookshare

Learning Ally

American Printing House for the Blind

Accessible Books for Texas (Benetech)

National Center of Accessible IM's



ACCESSIBLE IM'S THROUGH EMAT

Must be a State Adopted Book; These Materials Belong to the State

If your District Chooses a Non-State Adopted Book it is up to your District to Find a Way to Provide These Materials

Publishers will Usually Provide a PDF Version to Make a Large Print Copy

Braille Materials are Harder to Get if They are Non-State Adopted

Your District will be Responsible for Cost Either Using IMA or IDEA B Funding



RETURNING EVI MATERIALS

Materials Can be Returned Year Round Except Winter and Spring Breaks

Non-Consumable, State Adopted AIM Can be Sent Back

Make Sure Sets are Complete

Package the Items for Shipping

Number the Boxes 1 of ? and so on

Packing List and Shipping Label Must be Created Through EMAT

Print the Packing List and Place it in Box 1

Processes Will be Updated Soon

Arrange to Have Materials Picked up by the Shipping Carrier

Brenda Navarrete
brenda.navarrete@esc20.net
Braille Library Clerk

STRC RECEIVING
Education Service Center, Region 20
1314 Hines Ave. San Antonio, TX. 78208

Page ____ of ____

District Name: _____ District #: _____ Pickup Address: _____

Shippers Name: _____ Phone #: _____

	ISBN/Title	Large print or Braille	# of Copies	Total Vols.	Total Boxes	Box #	Vols. Enclosed	Weight	Remarks
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									

New Form I Received
From Region 20

Total # of Boxes: _____ **Total Weight:** _____ (add 30lbs extra for pallet)

Dimensions: _____ L _____ W _____ H (inches)

Hours of pick up: _____

AIM RETURNS

TEA Working with STRC to Determine Updated Processes

Hopeful for Updates at Conference

TEA Will Update Website if Process Changes

