

<h1>POLICY</h1>	2019	8571
	Instruction	

Subject: Alternate Format Policy

All instructional materials will be available in a usable alternative format which meets the National Instructional Materials Accessibility Standard for every student with a disability in accordance with his or her individual needs and course selections at the same time that such materials are available to non-disabled students. Alternative format is any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation.

1. The CSE/504 Team will identify student's need for instructional materials in an alternative format, and the alternative format type (i.e. Braille, large print, audiotape, etc.).
2. The CSE/504 Team will furnish a list of students who have been identified as requiring materials in an alternate format to building principals, so that they are aware of student needs when textbooks and/or instructional materials are procured.
3. Preference in the purchase of materials will be given to those vendors who agree to provide materials in an alternate format at the same time traditional print textbooks are purchased, if the textbook meets all other criteria as necessary through the textbook adoption process (i.e. congruence with established curriculum, quality of resource materials, alignment to standards).
4. If materials are not available in an accessible format, the District agrees to contract services to prepare materials so that disabled students have access to those educational materials at the same time they are available to other students.
5. When an electronic file is provided, the District agrees to purchase screen reading software, which will allow the file to be accessed auditorily. The District agrees to maintain the availability of such software to make this option available to students who require it.
6. When a new student moves into the District and has a documented need for materials in an alternate format, the general and Special Education teacher, building principal (or principal's designee) and the CSE will formulate a plan to obtain those materials in an efficient manner. In the interim, if there is a wait time for materials, materials will be audiotaped or enlarged by building level personnel and/or the CSE's designee.

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Subject: Alternate Format Policy (Continued)

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