

SUBJECT: ALTERNATIVE FORMATS FOR INSTRUCTIONAL MATERIALS

Preference in the purchase of instruction materials will be given to vendors who agree to provide materials in a usable alternative format (i.e., any medium or format, other than a traditional print textbook, for presentation of instructional materials that is needed as an accommodation for each student with a disability, including students requiring Section 504 Accommodation Plans, enrolled in the School District). Alternative formats include, but are not limited to, Braille, large print, open and closed captioned, audio, or an electronic file in an approved format as defined in Commissioner's Regulations.

The District has adopted the National Instructional Materials Accessibility Standard (NIMAS) to ensure that curriculum materials are available in a usable alternative format for students with disabilities. The District will ensure that each student who requires instructional materials in an alternate format will receive it in a timely manner and in a format that meets NIMAS standards.

The District will establish a plan to ensure that instructional materials in a usable alternative format for each student with a disability (including students requiring Section 504 Accommodation Plans) are based upon the student's educational needs and course selections, and will be available at the same time as those instructional materials are available to non-disabled students.

Preference in the purchase of instructional materials includes:

- a) Instructional materials in alternative formats;
- b) 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;
- c) When ordering materials to identify the needs of students with disabilities residing in the District for alternative format materials;
- d) Ordering timelines ensure that alternative format materials are available at the same time as regular format materials are available; and
- e) Follow procedures for students with disabilities who move into the District during the school year, so they can obtain needed materials in alternative formats initiated without delay.

20 USC Section 1474(e)(3)(B)
8 NYCRR Sections 200.2(b)(9), 200.2(c)(2) and 200.2(i)

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