Accessible Instructional Materials (AIM)

What Are the LEA Responsibilities?

1. Develop, adopt and implement district policies and procedures on the acquisition of specialized formats for students with print disabilities in a timely manner (same time as students without disabilities).

2. When the district adopts and purchases new textbooks and core related instructional materials, the district must request that the publisher provide a NIMAS file set to the NIMAC. In addition, the district should also:
   a) maintain a textbook for all students,
   b) ask the publishers if specialized formats are available for purchase, or
   c) negotiate with the publisher for the rights to make specialized formats.

3. Identify a Digital Rights Manager for the district who will do the following:
   - Guarantee that the materials are being provided to and used by qualified students
   - Work with the Iowa Department for the Blind to obtain textbooks and core related instructional materials in specialized formats for eligible students under the Copyright Act as Amended (Chafee Amendment)
   - Work with the district textbook adoption committee
   - Serve as a member of the IEP or Section 504 Team, when appropriate
   - Work with the AEA to obtain appropriate specialized formats for students
   - Keep accurate records about:
     - Certification of student eligibility
     - What materials have been ordered and when provided to which students
     - Persons who have signed off that they understand that specialized formats are provided for use by a particular student who is qualified to receive the formats
     - Documentation of appropriate storage and destruction of accessible instructional materials after use or at the end of the school year

Resources

- Iowa Department for the Blind: http://www.blind.state.ia.us
- Center for Applied Special Technology: http://www.CAST.org

Contact: Steve Maurer
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Step 1: IEP or Section 504 team members review the student assessment data and present levels of achievement to determine whether the student requires Accessible Instructional Materials in specialized formats (Braille, Large Print, Audio, Digital Text).
- Identify student as having a print disability (eligible under Copyright Act as Amended)
- Identify specialized formats required
- Identify student, parent, staff supports
- Identify timeline for student to receive Accessible Instructional Materials in a timely manner

Step 2: If the student requires Accessible Instructional Materials, and is eligible under the Copyright Act as Amended, one of the team members contacts the LEA Digital Rights Manager (see definition on back of page) who will manage the process.

Step 3: The LEA Digital Rights Manager contacts the Iowa Department for the Blind (NIMAC Authorized User and Accessible Media Producer) to begin the process by completing the requisite forms (Process should be started six months before student needs materials).

Step 4: The representative for the Iowa Department for the Blind searches all repositories including NIMAC for textbook fileset, finds fileset, and turns fileset into specialized format required by the student.

Step 5: The representative for the Iowa Department for the Blind returns specialized format to the LEA Digital Rights Manager.

Step 6: The LEA Digital Rights Manager works with the teacher and other staff to see that the student receives the preferred specialized student format and arranges training for the student and others, if necessary.

Step 7: Student uses Accessible Instructional Materials in the general education curriculum.

Step 8: Team, teachers, and other staff continue to evaluate the use of Accessible Instructional Materials in regard to student performance and progress in the general education curriculum.

Step 9: At end of use or school year, specialized formats are returned to the LEA Digital Rights Manager who forwards to the Iowa Department for the Blind for appropriate storage.

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