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MEMORANDUM

TO: Exceptional Student Education Directors

FROM: Monica Verra-Tirado, Chief
Bureau of Exceptional Education and Student Services

Steven L. Neely, Chief
Bureau of Standards and Instructional Support

DATE: February 5, 2015

SUBJECT: Accessible Instructional Materials (AIM)

School districts have been given increased flexibility ordering instructional materials and are required to provide access in a timely manner to appropriate and AIM as a component of the provision of a free appropriate public education under the Individuals with Disabilities Education Act of 2004 for students with disabilities in section 300.210(b)(3) of Title 34, Code of Federal Regulations. Students with disabilities who cannot read standard print effectively and are therefore unable to meet grade level expectations due to their disability require accessible instructional materials to participate in and make progress in the general curriculum. The individual educational plan team is responsible for determining if a student needs accessible instructional materials, the format of such materials and the necessary related accommodations for the student to participate in the general curriculum.

There are a variety of resources for accessible instructional materials. Districts can choose to require publishers of instructional materials to make flexible digital versions (e.g., unlocked portable document formats, enhanced electronic text with imbedded text-to-speech, automatic voicing with digital mathematical notation, etc.) of all instructional materials available for purchase. According to [s.1006.38\(15\)](#), Florida Statutes, districts may also reproduce instructional materials to meet the needs of students with disabilities. We have removed the AIM and National Instructional Materials Access Standard technical assistance papers from our website to combine them and update the language regarding school district flexibility in procuring instructional materials.

For many students, the use of digital, audio, or Hypertext Markup Language books from the publishers, printed materials scanned into digital format, online libraries (such as the Florida Electronic Library at <http://www.flelibrary.org/>), web-based instructional materials and school-based materials are the primary resources available for accessible instructional materials. The following are additional resources which have their own qualifications to use their services for students with disabilities.

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Bookshare, <http://www.bookshare.org>, is a vendor that received federal funds to provide accessible materials to qualifying students free of charge. Available formats include braille ready format and Digital Accessible Information System (DAISY) books. A free text reader developed by Don Johnston, Inc., is available for DAISY books. To qualify for Bookshare services, review the following website at <https://www.bookshare.org/cms/bookshare-me/who-qualifies>.

Learning Ally, <https://www.learningally.org/>, is a vendor who receives state funds to produce Florida adopted audio books; provide training to district staff, students and parents; and provide school memberships. Learning Ally produces accessible human-narrated audio books. Services are limited to individuals with documented learning disabilities, vision impairment, or physical disabilities that impede the ability to process standard print. Eligibility requirements can be found at the following website at <https://go.learningally.org/about-learning-ally/what-we-do/help-learning-disabilities/who-qualifies/>.

National Instructional Materials Access Center (NIMAC), <http://www.fimcvi.org/>, is a federally-funded, national electronic file repository that provides specialized formats (braille, large print, digital text and audio) free of charge to qualifying students. The Florida Instructional Materials Center for the visually impaired assists district digital rights managers in the registration of students and the procurement of National Instructional Materials Access Standard files from the NIMAC. Eligibility requirements can be found at the following website at http://aim.cast.org/learn/policy/federal/idea2004#part_d.

If you have questions, please contact Ms. Leanne Grillot, program specialist, Florida Department of Education, by email at Leanne.Grillot@fldoe.org or by telephone at 850-245-0475.

MVT/SLN/lg

cc: District Directors of Curriculum
Mary Jane Tappen
Beth Moore
Leanne Grillot
Christine Jones, Bookshare
Terrie Noland, Learning Ally
Suzanne Dalton, Florida Instructional Materials Center for the Visually Impaired
David Davis, Technology & Learning Connections – PS/RtI
Florida Diagnostic and Learning Resource System (FDLRS) Managers
FDLRS Regional Technology Specialists
District Digital Rights Managers