

## Ordering Accessible Instructional Materials

State adopted accessible instructional materials are provided free of charge to eligible students. The cost of state adopted accessible instructional materials is not deducted from the Instructional Materials Allotment (IMA). However, if a district or open-enrollment charter school chooses to purchase accessible instructional materials that are not state adopted, they are responsible for the cost of the materials and may use IMA funding to pay for them.

Braille: School districts and open-enrollment charter schools may requisition Braille instructional materials when the EMAT system opens each year.

Large Print: School districts and open-enrollment charter schools may requisition large print instructional materials beginning May 1<sup>st</sup>. Beginning with Proclamation 2011, large print instructional materials are provided in full color. Previously adopted large print instructional materials will continue to be provided in black and white with full-color covers.

Audio Instructional Materials: School districts and open-enrollment charter schools may requisition audio instructional materials beginning May 1<sup>st</sup>. Beginning with Proclamation 2010, audio versions of instructional materials must be ordered through the EMAT/EVI system. Proclamation information, including subject areas, can be found at <http://www.tea.state.tx.us/index2.aspx?id=2147486662>.

Audio versions of instructional materials adopted prior to Proclamation 2010 will continue to be ordered from Learning Ally. Contact Gigi Franklin (512) 795-4308 or [bookorder@learningally.org](mailto:bookorder@learningally.org), or visit [www.learningally.org/texas](http://www.learningally.org/texas).

Digital Materials: Beginning with Proclamation 2014, school districts and open-enrollment charter schools may now order digital materials for students with visual impairment or other disabilities. Publishers who offer digital materials are required to provide them in an accessible format in accordance with the technical standards of the Federal Rehabilitation Act, Section 508 and the Web Content Accessibility Guidelines (WCAG) 2.0, Level AA.

Electronic Files: School districts and open-enrollment charter schools may order instructional materials in electronic file format for students with visual impairment or other disabilities. The electronic files are available in various file formats, including rich text format (RTF), braille ready files (BRF), text files (TXT), and DAISY 3 DTB (Digital Accessible Information System 3 Digital Talking Book). Before requesting electronic files, school districts and open-enrollment charter schools must coordinate with the Assistive Technology staff at their district, school, or regional education service center (ESC) to determine the appropriate accessible medium and for assistance with converting the files into an accessible format.

To reduce delays in receiving accessible instructional materials due to requisitioning errors, districts should carefully review their requisitions prior to submission to TEA. The most common errors are as follows:

- Wrong Braille Version – Most visually impaired students read contracted braille, which is identified in the EMAT/EVI system as Version 01. However, some students need uncontracted braille, identified as Version 02. Please review braille requisitions to ensure that the correct version is requisitioned.
- Wrong Title – In EMAT/EVI the instructional materials title displayed for each subject area is based on previous orders. For subject areas in which there is no historical order, EMAT/EVI requires the district to select the instructional materials from a list of titles. The school district's Special Education Department should provide the Instructional Material Coordinator with a list of instructional materials required for each student.
- Insufficient Eligibility – Eligibility is 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 that your district or open enrollment charter school does not have sufficient eligibility for the instructional materials that you are ordering, it is likely due to the enrollment of a new student or for Grades 9-12, the need to provide TEA with the Multiple List Codes (MLC's) and/or specific subject areas that need to be ordered for eligible students.
  1. To request an increase in eligibility for a new student, log in to EMAT/EVI, click on the *EVI Enrollment* link located on the start page, select the appropriate format (braille, large type, audio, or digital materials), then click the *Request Enrollment Update* link.
  2. To order materials for eligible students in Grades 9-12, the instructional material coordinator must email [tammy.torres@tea.state.tx.us](mailto:tammy.torres@tea.state.tx.us) with a list of MLC's and/or specific subject areas which they need to order in. For Grades K-8, once a district has enrollment for a particular grade level across this span, **all** materials for that grade level will be made available to the district to order.

Rehabilitation Act §504: Students served through an Individualized Action Plan (IAP) developed under the Rehabilitation Act, §504 are eligible for accessible instructional materials if the need for them has been identified and documented in the students' IAP.