

## INSTRUCTIONS FOR REQUISITIONING ACCESSIBLE INSTRUCTIONAL MATERIALS IN SPECIALIZED FORMATS

Use the following instructions to requisition Braille, Large Print, Audio, or Digital Instructional Materials.

1. The Admission, Review, and Dismissal (ARD) Committee or 504 Committee must identify the requirement for the use of instructional materials in specialized formats (Braille, large print, audio, digital instructional materials) and update the student's Individualized Education Plan (IEP) or Individualized Action Plan (IAP) to include the modification requiring the specialized format. It is the responsibility of the local school district or open-enrollment charter school to ensure this requirement has been met prior to requisitioning materials in specialized formats.
2. On the district start page, select the *EVI Enrollment* link in the *EVI* box and then select the *EVI Type* (Braille, large print, audio, digital)
3. EMAT/EVI will display the *Summary* tab. The *EVI Population* section has a tab for each grade level K-8 and a tab for each subject area for high school.
4. For Grades K-8, select the appropriate grade level and check the **Actual EVI Student Enrollment** column to ensure there is available population listed. If there is enrollment available for any grade level across this span, **all** materials for that grade level will be available to order.
5. For Grades 9-12, select the appropriate subject area tab and check the **Annual EVI Student Enrollment** column to ensure there is available population listed. If enrollment is available, prior to ordering for these grade levels, you must contact TEA to update the **Actual EVI Student Enrollment** column for each Multiple List Code (MLC) for which instructional materials in specialized formats are required. The required MLC and/or specific subject area information can be emailed to [tammy.torres@tea.state.tx.us](mailto:tammy.torres@tea.state.tx.us). Once the information is received, TEA will give the district or open-enrollment charter school the ability to order materials in the requested MLC's/subject areas.
6. If there is no available population listed, select the *Request Enrollment Update* link at the top of the page. EMAT/EVI will notify the Instructional Materials and Educational Technology (IMET) division of the district's need to update their enrollment. IMET staff will send an encrypted email to the instructional material coordinator requesting the student's name, date of the last ARD or 504 Committee meeting, grade level, and a statement confirming that the student is visually impaired or has other disabilities and is eligible to receive instructional materials in specialized formats. In addition to providing this information, if requesting an enrollment update for a student in Grades 9-12, you must contact TEA to update the **Actual EVI Student Enrollment** column for each Multiple List Code (MLC) for which instructional materials in specialized formats are required. IMET staff will update the district's enrollment upon receipt of this information.
7. Once there is available population listed, you may place your requisition.
8. Select the *Save Work* button located at the top of the page.
9. Repeat Steps 4 through 7 for each grade level or high school subject area as needed.
10. Scroll back to the *Summary* tab, select the *Save* button, and then select the *Go Back to Start Page* link.
11. To create a requisition for a specialized format, select the appropriate *Create New Requisition* link located in the *EVI Requisition List* box.
12. EMAT/EVI displays the *Requisition Summary* tab. The requisition screen has a tab for each grade level K-8 and a tab for each subject area for high school. Select the appropriate grade level or subject area tab.
13. Enter the *Student Requisition Quantity*, not to exceed the *Eligible Quantity*. Select the *Save Work* button. If the *Student Requisition Quantity* box appears as a non-entry field, the title is not available to order through the EMAT/EVI system.
14. After entering all of the requisition data, select the *Summary* tab, then the *Save Work* button.
15. Review the requisition before submitting by selecting the *View/Print Requisition Summary* link located in the *View/Print Options* box. If adjustments are required, please close the Requisition Summary page and select the appropriate grade level or subject area and make the needed adjustments before selecting the *Submit to TEA* button.
16. If no adjustments are required, select the *Submit to TEA* button.

To order audio instructional materials prior to Proclamation 2010, please contact Gigi Franklin at (512) 795-4308 or [bookorder@learningally.org](mailto:bookorder@learningally.org) or visit [www.learningally.org/texas](http://www.learningally.org/texas).