

Northern RI Collaborative

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DISTRICT LIAISON INSTRUCTION SHEET

1. Determine eligible students from IEP who requires alternate format of instructional material according to IDEIA 2004 **no later than April 15th**.
 - a) Ascertain if documentation of student disability is in the student's confidential file
 - b) Fill out the "Registration for RIMAC Accessibility" form at www.nric-ri.org **no later than April 15**.
Information needed:
 - SASID#
 - Date of Birth
 - Grade
 - Current School
 - Case Manager, or 504 Coordinator, Phone #, Email address
 - District Liaison, Phone #, Email address

4. Gather all information about the child's schedule for the upcoming year. This includes the ALL textbooks and tradebooks:
 - a) ISBN #
 - b) Title
 - c) Author
 - d) Publisher
 - e) Edition
 - f) Copyright date
 - g) If Series, Subtitle
 - h) Language of book ex. French, Spanish, English

5. The format of the instructional material:
Large Print:
 - a) Font size: (K-7, 20pt.);(8-12, 18-20pt.); You can request another size but you need to specify
 - b) Paper: White, Buff, Yellow, Other
Braille:
 - a) Uncontracted- grade 1
 - b) Contracted- grade 2
 - c) Single or double sided books (A choice may not be available)
Electronic Platform:
 - a) PC or Mac
Audio:
 - a) CD or DVD
 - b) E-Text

6. All hardware and software used with the student.

7. Fill out the "Request for RIMAC Accessible Materials" form at www.nric-ri.org **no later than May 1st**.

8. When information about the alternate instructional material is provided to you please fill out the "RIMAC Accessible Materials Producer Form. The District will pick what producer's are available for the materials.

9. Have student sign Electronic Text Usage Agreement/Textbook Usage Agreement. A Copy should be kept at the district level.