

## Northern RI Collaborative

640 George Washington Highway; Suite 200; Lincoln, RI 02865\* P 401-495-2033 F 401-333-3572 \* [www.nric-ri.org](http://www.nric-ri.org)  
Julian E. MacDonnell, Jr., Executive Director \* Robert E. Wall, Jr., Director of Student Education \* Jayne Rabideau, Data Facilitator/Brailist  
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### DISTRICT LIAISON INSTRUCTION SHEET

1. Determine eligible students from IEP who requires alternate format of instructional material according to IDEA 2004 **no later than April 1st.**
2. The “certifying Authority” form has been filled out. Documentation of student disability is in the student’s confidential file.
  - a) Fill out the “Registration for RIMAC Accessibility” form at [www.nric-ri.org](http://www.nric-ri.org) **no later than April 1<sup>st</sup>...**  
Information needed:
    - ❖ 1<sup>st</sup> day of school
    - ❖ SASID #
    - ❖ Date of Birth
    - ❖ Grade
    - ❖ Current School
    - ❖ Case Manager, or 504 Coordinator, Phone #, Email address
    - ❖ District Liaison, Phone #, Email address
3. Gather all information about the child’s schedule for the upcoming year. This includes the ALL textbooks and tradebooks:
  - a) ISBN # (not the teacher’s edition)
  - b) Title
  - c) Author
  - d) Publisher
  - e) Edition
  - f) Copyright date
  - g) If Series, Subtitle
  - h) Language of book ex. French, Spanish, English
4. The format of the instructional material:
  - Large Print:
    - a) Point Size (font size) you need to specify what size you need.
    - b) Paper: White, Buff, Yellow, Other
    - c) Color or Black & White text
  - 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
    - c) SD Card
5. All hardware and software used with the student.
6. Fill out the “Request for RIMAC Accessible Materials” form at [www.nric-ri.org](http://www.nric-ri.org) **no later than May 1<sup>st</sup>.**
7. RIMAC will inform you when materials are available

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