

STEPS FOR COORDINATING WITH RIMAC

1. District to send signed assurance to RI Department of Education (RIDE) with their CRP.
2. Each district will identify a *RIMAC Liaison* to coordinate the registration of eligible students and the ordering of alternate format materials for students.
3. To determine students eligible to receive book in an alternate format the district RIMAC liaison sends “Registration for Accessibility” form to RIMAC at www.nric-ri.org. **DUE DATE- APRIL 1st**
4. As soon as the district has identified the books needed for an eligible student, the district forwards a “Request for NIMAS Accessible Materials” form to RIMAC. *In order for this request to be filled when general education students are accessing their texts, the request must be received by RIMAC not less than three months prior to the student requiring access to the materials (exceptions made to the three month rule will be made on a case by case basis, dependent upon factors beyond a district’s control such as a new student recently moved into district).* **DUE DATE- MAY 1**
5. RIMAC will check available databases (including NIMAC) and advise the school district on the availability of the book.
6. If the book is available, RIMAC contact district and forward file at the district’s request to the appropriate individual/agency.
7. The publisher prepares a NIMAS file set and sends it to NIMAC; NIMAC validates, catalogs, and provides secure access to the NIMAS file set.
8. RIMAC is notified electronically that the NIMAS file set is ready.
9. RIMAC notifies the *producers* that the NIMAS file set is ready and the *producers* convert the book to the alternate format.
10. The producer sends the books to the district and contacts RIMAC to inform them the book has been sent; RIMAC notifies the district that the order has been shipped.
11. The district contacts RIMAC when the alternate format book has been received by the school district. A copy of the purchase order with a signature and date of who received the book must be sent to RIMAC. This is necessary to collect data about the timeliness of students accessing books.
12. If the book is *unavailable* in a NIMAS format, RIMAC will contact the school district about the books unavailability.
13. RIMAC will provide alternate ordering options to school districts. RIMAC will assist the district in acquiring the book as much as possible.

* Any district who wishes not to participate with RIMAC may do so. The district retains the responsibility to provide the alternate materials to the student in an accessible format.