

## AUDIO BOOKS FOR THE READING IMPAIRED

Welcome to the new school year. These are the forms you need to order textbooks in audio format. Make as many copies as you need for each student. (Please discard forms from previous years.) You will need to submit the following forms before books can be ordered.

- \_\_\_\_\_ Student information and parent responsibility
- \_\_\_\_\_ Student certification based on eligibility criteria signed by an ES or PSS
- \_\_\_\_\_ Request for textbooks in auditory format
- \_\_\_\_\_ Written request for alternate format instructional materials

## ADDITIONAL RESOURCES

National Library Service for the Blind and Physically Handicapped (NLS)

<http://www.loc.gov/nls/>

New Mexico State Library

<http://www.nmstatelibrary.org/>

Victor Reader Wave and Vibe User's Guide

[http://www.humanware.com/en-usa/support/victor\\_reader\\_wave\\_and\\_vibe](http://www.humanware.com/en-usa/support/victor_reader_wave_and_vibe)

Questions? Call Sue Lacey at 880-8249 ext. 169.

## STUDENT INFORMATION

Student Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Student Number \_\_\_\_\_

Grade \_\_\_\_\_

Parent Name \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_

Please indicate which disability prevents student from reading standard print

VI = Visual Impairment or Blindness \_\_\_\_\_

LD = Learning Disability \_\_\_\_\_

O = Other Physical Disability \_\_\_\_\_

## PARENT RESPONSIBILITY

To the Parent: Your signature below verifies that you and your son/daughter will accept responsibility in assuring that APS equipment is reasonably secured in your home and will not be loaned to anyone else for use. In the event of lost or stolen APS equipment while in your care, please notify the Albuquerque Police Department, the APS School Police (243-7712), and the Unified Resources Library (880-8295). If the equipment becomes inoperative, notify the Unified Resources Library (880-8295).

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## AUDIO BOOKS FOR READING IMPAIRED / DYSLEXIC

### APS Student and School Information

Student Name \_\_\_\_\_ Student # \_\_\_\_\_

Name of School \_\_\_\_\_ Student DOB \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

### Student Eligibility Criteria

In order for the student to meet eligibility for audio textbooks, the IEP committee must assure that ALL THREE of the following criteria are met:

1. Diagnosis of disability with documented reading disability.
2. Good or adequate auditory (listening) comprehension abilities (as determined by a listening comprehension assessment or checklist or the teacher).
3. Other options or modifications have been tried and documented and do not meet the student's needs, are not feasible, or do not apply (such as using a peer reader, reducing coursework content, etc).

Recommendation for audio textbooks must be documented and justified on the student's CURRENT IEP or 504 Plan.

### Student Certification

The following certification must be made by a qualified professional in the field of disability services, evaluation, reading, education, and / or psychology who attests to the reading disability of the student which limits his / her ability to utilize standard textbooks.

I certify that the IEP or 504 Committee met on \_\_\_\_\_ (date) and has determined that all three of the above eligibility criteria apply to this student, requiring the student to have access to audio textbooks.

\_\_\_\_\_  
Certifier Signature

\_\_\_\_\_  
Certifier Title (ES, PSS)

\_\_\_\_\_  
Date

### Process for Obtaining Textbooks

1. Complete the Student Information and Student Certification portions above.
2. Complete the "Request for Textbooks in Auditory Format" form (duplicate if necessary).
3. Complete the Student Information / Parent Responsibility form.
4. Send above information to Sue Lacey at the Unified Resources Library at Montgomery Complex (880-8249 ext. 169).
5. Provide parent/student with application to the New Mexico State Library for the Blind & Physically Handicapped (attached) if recreational books are being requested.

This process needs to be completed annually for the student to remain eligible. Allow up to two weeks delivery if the books are currently stocked by Recording for the Blind and Dyslexic (RFB&D). (To find out, you can access their Website at [www.rfbd.org](http://www.rfbd.org)). If books are not in stock, the process may take up to several months.

DATE \_\_\_\_\_

**REQUEST FOR  
TEXTBOOKS IN AUDITORY FORMAT**

Student \_\_\_\_\_ School/Grade \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

.....

Full Title of Book \_\_\_\_\_

Publisher \_\_\_\_\_

Copyright Date \_\_\_\_\_ Author \_\_\_\_\_

\*ISBN of *STUDENT TEXT* \_\_\_\_\_

.....

Full Title of Book \_\_\_\_\_

Publisher \_\_\_\_\_

Copyright Date \_\_\_\_\_ Author \_\_\_\_\_

\*ISBN of *STUDENT TEXT* \_\_\_\_\_

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Full Title of Book \_\_\_\_\_

Publisher \_\_\_\_\_

Copyright Date \_\_\_\_\_ Author \_\_\_\_\_

\*ISBN of *STUDENT TEXT* \_\_\_\_\_

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**Please make copies for additional pages.**

**\*If you're not sure of the ISBN, include a copy of the title page, the back of the title page, and the back cover of the textbook.**

**FORMS WITH INCOMPLETE INFORMATION WILL BE RETURNED**

## **WRITTEN REQUEST FOR ALTERNATE FORMAT INSTRUCTIONAL MATERIALS**

In an effort to urge publishers to furnish textbooks in audio format, it would be helpful if you would fill out the following form and mail it to the publisher of the textbook your student needs. Publishers' addresses are usually available on their websites under "Contact Us." Please make copies and fill out a separate form for each textbook you order for your student.

Before you mail the form, please send a copy of it to the Regional Instruction Materials Center (RIMC) at Montgomery complex. Your cooperation in this effort is greatly appreciated.

Necessary form is on the next page.

## WRITTEN REQUEST FOR ALTERNATE FORMAT INSTRUCTIONAL MATERIALS

Date of Request: \_\_\_\_\_

To: (Publisher name and address) \_\_\_\_\_

This is a formal request for materials in alternate format in compliance with the legislation summarized below: *The Instructional Materials Accessibility Act (IMAA) of 2002 was passed for the purpose of improving "access to printed instructional materials used by elementary and secondary students who are blind, as well as other students who have print disabilities." The IMAA specifies the creation of a system for acquiring a "publisher's electronic files of textbooks and other instructional materials so that these materials can be made available in Braille, synthesized speech, digital text, digital audio, or large print."*

*In addition, the Braille Access Act, Senate Bill 301, State of New Mexico, July 1, 2003, states that: "the publisher shall provide the computer or electronic versions of the printed instructional materials to the educational institution at no additional cost and within ten business days after a written request."*

The following text has been purchased by the school for use with existing courses and will be needed in alternate format to accommodate the needs of students who are blind or have print disabilities. It will not be used for other students and copyright laws will be obeyed.

Subject area: \_\_\_\_\_ Grade: \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Copyright: \_\_\_\_\_ ISBN: \_\_\_\_\_

Name of course/class in which text is used: \_\_\_\_\_

Number of students for whom materials are requested: \_\_\_\_\_

Educational disability (ies): \_\_\_\_\_

Format needed (determined by school technology staff for learning disabled students, or district special education staff for blind students):

- DAISY
- Plain Text
- Microsoft Word
- Accessible PDF
- MP3

Please send electronic version of textbook materials to:

**School Name:** \_\_\_\_\_

**Attention:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Albuquerque, NM Zip Code:** \_\_\_\_\_

School contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

District contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Signature of School Principal: \_\_\_\_\_