

TEA Timeline and Procedures for Obtaining Accessible Books and Materials from Bookshare and other Sources

June 15, 2010

- In November of each year, the Texas State Board of Education (SBOE) adopts certain textbooks (according to their adoption timeline)
- By December of that same year, publishers are required to provide NIMAS files of these textbooks to the TEA
- These files are provided to Braille producers to begin production of hard-copy Braille
- From December to May of the following year, changes and corrections are made to the initial textbooks and NIMAS files, and these changes and corrections are supplied to the Braille producers.
- In May, publishers are required to provide the final print and NIMAS versions of these textbooks to the TEA and to deposit NIMAS files of these textbooks into the NIMAC.
- Anytime throughout the school year, a district textbook coordinator may requisition large print and Braille versions of any state-adopted textbooks through the TEA's Educational Materials for the Visually Impaired (EVI) System. The Braille versions are generated from BRF files and produced by the Braille production houses. The large print versions are currently enlargements of printed versions prepared by large print vendors.
- For information on recorded textbooks, district textbook coordinators and teachers should go to the following link: <http://ritter.tea.state.tx.us/textbooks/forms/utilizingrfd.pdf> or contact Recording for the Blind and Dyslexic, Texas Unit, by email at bookorder@rfdtexas.org, toll free at 1-877-246-7321, or by visiting their website at www.rfd.org.
- The form for ordering recorded textbooks may be found at <http://ritter.tea.state.tx.us/textbooks/forms/rfdorderform.pdf>.
- Districts may order digital Braille files (BRF) from TEA, as has been the case for several years.
- For the school year starting in August 2010, a district may order accessible student-ready files in other formats from RFB&D or Bookshare.
- For the school year starting in August 2011, textbook coordinators will be able to order, from TEA, student-ready digital files in other formats (e.g., DAISY) as part of the normal requisition process. TEA's Braille producers and recorded textbook producers will be responsible for converting the NIMAS files into these student-ready formats and delivering them to districts.

As another option, districts may continue to order accessible student-ready files in other formats from RFB&D or Bookshare.

- Steps for Ordering Accessible Digital Versions of State Adopted Textbooks from TEA are as follows:
 - The ARD Committee identifies the requirement and updates the IEP to include the modification requiring electronic files.
 - The district's Special Education Department provides the local textbook coordinator with a list of textbooks required by the student in a digital format.
 - The district textbook coordinator sends an email to TEA's Instructional Materials and Educational Technology (IMET) Division requesting the electronic files and listing the specific textbook titles. Please send the e-mail to Ms. Pat Hatcher, Director of Accessible Textbooks at pat.hatcher@tea.state.tx.us.
 - IMET staff sends an encrypted email to the textbook coordinator requesting the student name, date of ARD, grade level, and a statement confirming that the student has a disability and is eligible for accessible instructional materials.
 - IMET staff sends a letter to the school district superintendent, requesting agreement with applicable copyright laws and mandatory TEA procedures.
 - The superintendent signs the letter indicating his/her agreement and returns it to TEA's IMET division.
 - After receiving the letter, IMET staff sends an order for the electronic files to the appropriate accessible instructional material (AIM) producer(s). The AIM producer(s) send(s) a copy of the file (CD-ROM) and a packing list to the textbook coordinator. The textbook coordinator signs and returns the packing list indicating receipt of the files. The signed packing list is sent to the IMET Division.
 - The district returns the digital files to the IMET Division upon the student's completion of the course.