



# Accessible Instructional Materials (AIM) Acquisition Summary

Last Updated October 2, 2013

<b>Student:</b> _____ <b>Date:</b> _____
<b>Teacher/Position:</b> _____
<b>School Building:</b> _____
<b>District:</b> _____
<b>AEA:</b> _____

## IEP or Section 504 Team completes the following:

1. What specialized formats are required by the student?

- Braille
- Large Print
- Audio
- Digital text

2. Is the student copyright exempt (NIMAS eligible)? \_\_\_\_\_yes \_\_\_\_\_no

y If copyright exempt, materials will be produced by the Iowa Department for the Blind (IDB) or Bookshare.

y If not copyright exempt, materials will be obtained from the publisher or produced with permission of the publisher by AEA or LEA.

3. What assistive technology devices or services are needed?

\_\_\_\_\_

4. Who will make contact with the Accessible Media Producer (Publisher, IDB, Bookshare, AEA, or LEA) to initiate the order for the AIM or who will search Bookshare to see if the file has already been converted to an accessible format, or to see if the file exists in the NIMAC?

Name: \_\_\_\_\_ Position: \_\_\_\_\_

5. Who is assigned to track that the student gets AIM in a timely manner?

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Please give a copy to parents for their records**