Requestor Name:

Teacher Email:

ISBN Number:

Request Number:

Date File Needed: School Year:

# **Accessible Educational Materials (AEM) Format Clarification Form**

When requesting a book from the Assistive Technology and Accessible Educational Materials (AT & AEM) Center, please provide the following information to allow us to serve your student in a timely manner. The AT & AEM Center will produce an electronic file and send the file and your print copy of the textbook to the recipient you indicated on your initial AT & AEM Materials Request form. The requestor is responsible for printing the large print copy and formatting for braille embossing.

The AT & AEM Center may need to chop and scan the district’s textbook if no NIMAS file is available. The AT & AEM Center will complete as much of the textbook as possible. If you only need certain chapters of the book, or need the chapters in a particular order, please indicate THIS information below.

**How will your student access the following information from the file?**

## **Please check correct boxes:**

### **Large Print**

The student will:

Use a **paper copy**. A set of PDF files divided by chapters or units that is formatted and ready for printing or viewing. Files can be formatted for 18pt, 24pt, 30pt, or 36pt.

### **Braille**

The student will use an:

**Embossed** braille copy. A set of Word files divided by chapters or units, ready to be formatted and embossed by the district transcriber. An image file is included for the production of tactile graphics, when available. File does not contain pictures or picture descriptions. If the district requires transcription services, the AT & AEM Center can offer assistance.

**Electronic** braille reading device. Braille Notetaker Use: A set of Word files divided by chapters or units. Page numbers are signified with a $pg in front of each number to allow for easier navigation. File does not contain pictures or picture descriptions.

### **Digital (PDF only)**

The student will:

View on a computer or tablet. A set of Word files divided by chapters or units, to be listened to with a screen reader or another text to speech program. Page numbers are signified with a $pg in front of each number to allow for easier navigation. File contains pictures if requested. Digital versions are not an option for braille math texts.

## **Student needs this textbook in the following manner:**

The student will need:

Entire textbook

Chapters only, in the following order:

Comments:

**Questions regarding production:** If you have any questions about your request regarding production, please email Katie Robinson at katie\_robinson@ocali.org or call Katie at 614-410-1045.

This student has been assigned a hard copy of this textbook.

\*Requestor Signature: