

Name of Current Vendor
Address
State, Zip

Re: Instructional Materials in Alternative Formats

Dear

In accordance with Chapter 377 of the Laws of 2001, all public school Districts [and BOCES] in New York State, are required to ensure that all instructional materials used in our District are available, in a usable alternative format, for every student with a disability as defined under New York Law and the Federal Rehabilitation Act (“504”) at the same time such materials are available to non-disabled students. According to the law, the District must be able to secure alternative formats and mediums for the presentation of all instructional materials, other than traditional print textbooks, needed as an accommodation for all disabled students enrolled in the school District who required them. Such formats may include, but are not limited to, Braille, large print, open and closed captioned, audio, or an electronic file in an approved format, as defined in the Regulations of the Commissioner. Materials and alternative formats must be provided at the same time that such instructional materials are available to non-disabled students.

As a requirement of the law, every District is required to give preference to those bidders which are able to provide our District with instructional materials in the alternative formats we may require from time to time at the same time a Vendor agrees to provide the regular materials. In order to meet this new mandate, please provide us, at your earliest convenience, the following information.

A list of the alternative formats your company offers including the company’s capacity to convert to accessible formats those materials you currently provide in an electronic file;

The advance notification your company requires to provide the Instructional Materials in an alternative format (Please include any variations, as applicable, to obtain any particular formats)

The time between placing orders for instructional materials in regular formats and actual receipt of such materials by the District.

Thank you, in advance, for your cooperation. We trust that your company will be in a position to ensure that we can meet our legal obligation to provide all instructional materials, to students with disabilities in alternative formats, where required, at the same time as your company has been able to provide them for our other students. If you have any questions, please do not hesitate to contact me.

Sincerely,

School Business Official

cc: Superintendent
Director of Special Education
Building Principals

ATTACHMENT A

Publisher: _____

Address: _____

Fax: _____

Telephone: _____

Check those alternative formats currently available and give the time from receipt of order to delivery.

	Delivery Time
____ Braille	_____
____ Audio	_____
____ Closed Captioned	_____
____ Large Print	_____
____ Opened Captioned	_____

Others (Please list below)

Electronic Files can be Converted to the Following Formats:

Please return this form to:

Adoption date: November 1, 2006