

**INSTRUCTIONAL MATERIALS AVAILABLE IN USABLE FORMAT FOR
STUDENTS WITH DISABILITIES**

The Board of Education directs the Superintendent of School to provide instructional materials in usable, alternative format for students with disabilities.

The Board of Education directs the Superintendent of Schools to give preference in the purchase of instructional materials to vendors who agree to provide materials in alternative format whether such purchases are solicited through RFP, bid request for quotations or some other source.

Any electronic files provided by the vendor must be in a format usable by students with disabilities.

The Director of SIPPS shall inform the business office of any accommodations contained within an IEP that would require instructional material in an alternate form as soon as possible to have the material available to the student by the start of the school year.

Ref: Chapter 377 of the Laws of 2001
Cross Ref: 4510 Instructional Materials
4511 Textbook Selection and Adoption
4513 Library Materials Selection and Adoption
6700 Purchasing
6740 Purchasing Procedures

Written: November 20, 2002
Approved: December 10, 2002