



Information on the Revised Alternate Format Materials Application Form (Updated April 2011)

Applications for alternate format materials must be submitted on a yearly basis and should be received by the Department of Education by May 15th. Applications received by this date will be processed for September; ensuring students have the alternate format materials they require for the current school year. This date of processing is not guaranteed for applications received after May 15th.

Please make sure that you fill out both Parts 1 and 2 of Section A, otherwise the application cannot be processed without contacting you again.

Please order only those resources that the student will use. It breaks copyright law to order resources when the student does not have a physical copy of the novel/play/textbook. For example, do not order all the English Language Arts titles for a particular grade if the student will only be doing 3 or 4 of all novels/plays listed for that grade.

Due to copyright regulations, the Department does not accept duplicated or faxed copies of the application form.

Educators must mail the original copy of the Alternate Format Materials Application to:

AFM Intake
Division of Student Support Services
Department of Education
P.O. Box 8700
3rd Floor, Confederation Building
St. John's, NL A1B-4J6

Further information on the alternate format materials library is available on "The Learning Center" at http://www.ed.gov.nl.ca/edu/k12/studentsupportservices/resource_center/index.html.



Department of Education

Application for Student Access to On-line and Off-line Alternate Format Materials

(Due to copyright regulations, the Department does not accept duplicated or faxed copies of this form)

Department Use Only

Date Application Received: _____

Consultant Section A & B: _____

Date: _____ Accepted Declined

Consultant Section C & D: _____

Date: _____ Accepted Declined

Name of Student: _____

Student Username (if applicable): _____

Student Gender (Check one): Male Female Date of Birth: YY ____ MM ____ DD ____

Grade/Level _____ School Year: _____ District # _____

School Name/Address: _____

Teacher contact:* _____

Teacher contact e-mail: _____

* The teacher contact is the recipient of the student's alternate format materials website password and/or off-line shipment. In the case of on-line content, he/she will be responsible for providing the password to the student and educating the student on how to use the site. In the case of the off-line shipment, he/she will be responsible for returning the alternate format materials to the Department at the end of the school year.

**Section A: Student Qualification for Service – Please fill out Parts 1 and 2.
To be completed by a Guidance Counselor or an Educational Psychologist**

The results of a comprehensive assessment indicate that the student referenced on this application has an exceptionality (as defined by the Department of Education) and a perceptual disability (as defined by the Canadian Copyright Act). In addition, the student's *Record of Accommodations* indicates that he or she requires alternate format materials.

Part 1: Please indicate, by checking the box(s) below, the student's exceptionality(s):

- | | | |
|--|--|--|
| <input type="checkbox"/> brain injury | <input type="checkbox"/> cognitive disorder | <input type="checkbox"/> developmental delay |
| <input type="checkbox"/> emotional, mental health,
and/or behavioral disorder | <input type="checkbox"/> health disorder | <input type="checkbox"/> learning disability |
| <input type="checkbox"/> speech and/or language
disorder | <input type="checkbox"/> pervasive developmental
disorder | <input type="checkbox"/> physical disability |
| | | <input type="checkbox"/> vision loss |

Part 2: Please indicate, by checking the box(s) below, how the exceptionality above prevents or inhibits the student from reading authorized learning resources in their original format:

- severe or total impairment of sight
- the inability to focus or move one's eyes,
- the inability to hold or manipulate a book, or
- an impairment relating to reading comprehension supported by significantly low scores on formalized reading achievement tests.

Name (please print)

Title

Signature

Date

**Section B: Administrator and Parent Loan Agreement
To be completed by the school administrator and parent/guardian**

I agree to use the alternate format materials provided by the Department of Education for the student whose name appears on this application. I will not distribute or use alternate format materials for any other purposes. Off line materials will be returned to the Department of Education and I will destroy any digital downloads of alternate format materials at the end of the lending period.

Administrator's Name
(Please print)

Signature

Date

Parents' (Guardian's) Name

Signature

Date

**Section C: Department Alternate Format Material Library Loan
To be completed by the teacher contact**

Please indicate the alternate format materials that the student requires by using one or more of the following "order forms":

Kindergarten	Grade 3	Grade 6	Grade 9
Grade 1	Grade 4	Grade 7	Level I to III
Grade 2	Grade 5	Grade 8	

Order forms are available on the Department of Education website and contain all holdings of the Department's Alternate Format Materials Library at each grade level. The completed lists must be printed and stapled to the application form.

Please order only those resources that the student will use. It breaks copyright law to order resources when the student does not have a physical copy of the novel/play/textbook. For example, do not order all the English Language Arts titles for a particular grade if the student will only be doing 3 or 4 of all novels/plays listed for that grade.

Only one format per resource will be provided to a student.

If you need help choosing the format best suited to the needs of the student, please consult the article *Choosing the Best Format* which is listed with the order forms.

**Section D: Inter-library Loan
To be completed by the teacher contact**

Please list the alternate format materials that the student requires that are *not* held by the Alternate Format Materials Library.

Only one format per resource will be provided to a student.

The Alternate Format Materials Librarian will conduct an interlibrary loan search for material not available through the Department's Alternate Format Materials Library.

Title: _____

Author: _____

ISBN: _____

Indicate On-line or Off-line and specify format: _____

Title: _____

Author: _____

ISBN: _____

Indicate On-line or Off-line and specify format: _____

Title: _____

Author: _____

ISBN: _____

Indicate On-line or Off-line and specify format: _____

Title: _____

Author: _____

ISBN: _____

Indicate On-line or Off-line and specify format: _____

Title: _____

Author: _____

ISBN: _____

Indicate On-line or Off-line and specify format: _____

Title: _____

Author: _____

ISBN: _____

Indicate On-line or Off-line and specify format: _____

Title: _____

Author: _____

ISBN: _____

Indicate On-line or Off-line and specify format: _____

Title: _____

Author: _____

ISBN: _____

Indicate On-line or Off-line and specify format: _____