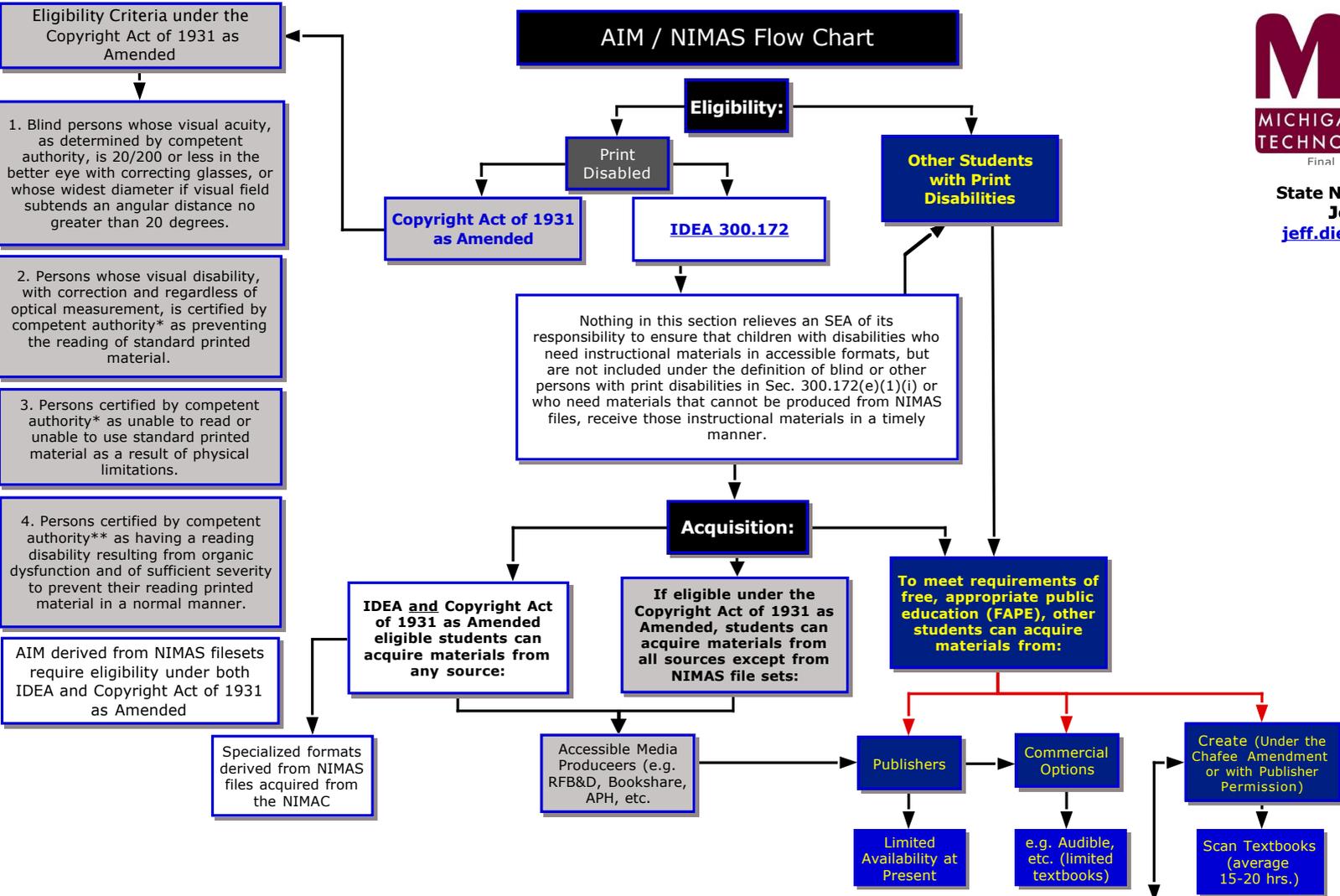


**AIM / NIMAS Flow Chart**



**Sample Language for ISD/LEA Purchase Orders**

By agreeing to deliver the materials marked with "NIMAS" on this contract or purchase order, the publisher agrees to prepare and submit, on or before \_\_\_/\_\_\_/\_\_\_ a NIMAS file set to the NIMAC that complies with the terms and procedures set forth by the NIMAC.

Should the vendor be a distributor of the materials and not the publisher, the distributor agrees to immediately notify the publisher of its obligation to submit NIMAS file sets of the purchased products to the NIMAC. The files will be used for the production of alternate formats as permitted under the law for students with print disabilities.

**Additional Language for ISD/LEA to Consider using in Purchase Orders**

The publisher agrees to provide or make available for purchase in lieu of the printed textbook an accessible version (e.g. HTML, NIMAS with cascading style sheet, unlocked PDF, etc.) for students who have print disabilities and are unable to access printed text but do not meet eligibility requirements under the Copyright Act of 1931 as amended. If not available at this time, districts will seek a commercially available option. If no such option exists, the district may create an accessible version for the sole purpose of making the textbook accessible to eligible students in order to meet its obligation to provide a free appropriate public education (FAPE). In such cases, a standard copy of the textbook will also be purchased. The \_\_\_\_\_ school district requires accessible instructional materials in order to meet the needs of students with print disabilities and preference will be given to publishers who offer accessible textbooks as an option.

This is page \_\_\_ of \_\_\_ of this contract or purchase order.

\* In cases of blindness, visual disability, or physical limitations 'competent authority' is defined to include doctors of medicine, doctors of osteopathy, ophthalmologists, optometrists, registered nurses, therapists, professional staff of hospitals, institutions, and public or welfare agencies (e.g., social workers, case workers, counselors, rehabilitation teachers, and superintendents)."

\*\* In the case of a reading disability from organic dysfunction, competent authority is defined as doctors of medicine who may consult with colleagues in associated disciplines."