

# **Alternate Format Materials Newfoundland and Labrador (AFMNL)**

## **Department of Education and Early Childhood Development**

### **Regulations**

The Alternate Format Materials Library at the Department of Education and Early Childhood Development (AFMNL) provides on-line and off-line alternate format materials to students unable to use traditional print material.

- Only students with disabilities related to manipulating, seeing or reading text (referred to as “perceptual disabilities” in Canadian copyright legislation), or individuals working on behalf of these students, are eligible to access Alternate Format Materials.
- Students with perceptual disabilities resulting from an inability to “hold or manipulate a book” or “an impairment in reading comprehension” are serviced by AFMNL. These students have an exceptionality and a Record of Accommodations identifying AFM as a required service.
- Students with perceptual disabilities resulting from a “severe or total impairment of sight . . . or the inability to focus or move one’s eyes” are serviced by the Atlantic Provinces Special Education Authority (APSEA).

The Department of Education and Early Childhood Development:

- Maintains a digital AFM repository accessible to approved users.
- Maintains membership in the Canadian Association of Educational Resource Centres for Alternate format Materials (CAER).
- Accesses inter-library loans through CAER membership on behalf of approved students.
- Purchases or obtains from publishing houses PDF files on behalf of approved students.
- When resources cannot be obtained through loan or purchase, creates AFM on behalf of approved students.
- Receives and approves applications from AFM Advisors; grants access to the digital repository.
- Receives and approves student applications from Contact Teachers.
  - Creates student accounts to which AFM Advisors may upload digital resources.
  - Ships off-line AFM to Contact Teachers.

- Issues fines to schools for late or lost off-line material.
- Annually audits districts to ensure AFM Advisors are in place in public schools.

The Newfoundland and Labrador English School District and Conseil Scolaire Francophone:

- Ensures that all schools under its jurisdiction have an AFM Advisor in place.
- Regularly audits student accounts to ensure that digital resources are uploaded.

School Principals:

- Appoint one or more AFM Advisor(s) for their school.
- Assign a new AFM Advisor if the original advisor can no longer fulfill their duties.
- Ensures a copy of the instructional material for which an AFM format is being requested has been purchased and is available to the student with a perceptual disability.

AFM Advisors:

- Complete an AFM Advisor application by June 1<sup>st</sup>.
- Complete on-line professional learning at [http://www.ed.gov.nl.ca/edu/k12/studentsupportservices/resource\\_center/index.html](http://www.ed.gov.nl.ca/edu/k12/studentsupportservices/resource_center/index.html).
- Have access to a list of all students in their school currently approved to access the AFMNL digital repository.
- Reset student passwords.
- Add digital AFM resources to a student's account.

Contact Teachers:

- Submit applications for initial student access to AFMNL by May 15th.
- Submit applications for previously approved students to continue access to AFMNL by May 15<sup>th</sup>.
- Receive students' AFMNL username and password.

- Receive off-line materials shipped to the school by AFMNL.
- Return off-line materials at the end of the school year in June.

**Note:** For some students, the Contact Teacher and the AFM Advisor may be the same person.