



## Mississippi Instructional Resource Center (MIRC)

### Frequently Asked Questions

#### GENERAL QUESTIONS

**Q: Where is the Mississippi Instructional Resource Center (MIRC) located?**

**A:** The MIRC is located on the campus of the Mississippi School for the Blind (MSB) in the Administrative Building. The address is 1252 Eastover Drive, Jackson, Mississippi 39211.

**Q: What are the operational hours of the MIRC?**

**A:** The MIRC is open weekday(s) from 8:00 a.m. to 5:00 p.m.

**Q: Will the MIRC provide all textbooks/materials for students who qualify for services?**

**A:** The MIRC is not intended to be the sole source for the provision of all students' educational materials. Funding is based upon an allotment by the state legislature each year. By law, Federal Quota funds can only be used for legally blind students. Although we will try to fill material requests, it is the responsibility of the local education agency (LEA) to provide services and materials to students who are visually impaired in their district. The MIRC also reserves the right to question any order submitted.

**Q: How are requests for textbooks/materials processed?**

**A:** Requests for textbooks/materials are on a first come, first served basis, and depends upon allocations received each year by the state legislature.

**Q: My district adopted new textbooks after I requested another series. May I request another set of textbooks?**

**A:** No, the MIRC only provides one copy of a textbook per required subject for an eligible student. Please check with your school district textbook coordinator and the school to make sure the correct textbooks are ordered by the deadline.

**Question: How can I communicate with MIRC about a specific student or send files to MIRC?**

**A:** Only use first and last initials when communicating via email. All documents, such as parent consents, eye reports, and textbook orders must be uploaded to Sharepoint.

**Question: How do I contact the MIRC?**

**A:** You may contact MIRC by phone at 601-984-8266, fax at 601-984-8230 or via e-mail:

- **Dr. Jeremy Stinson**, Director – [jstinson@mdek12.org](mailto:jstinson@mdek12.org)
- **Ms. Patricia White**, Administrative Assistant (district contact for districts M-Z) – [pawhite@mdek12.org](mailto:pawhite@mdek12.org)
- **Vacant**, Secretary Principal (district contact for districts A-L) – \_\_\_\_\_@mdek12.org

## **FEDERAL QUOTA REGISTRATION**

### **Q: What are Federal Quota funds?**

**Answer:** The federal government provides funds each year to each state to be used for the purchase of materials from the American Printing House for the Blind (APH). The student must be enrolled the first Monday of January in a formally organized public, private, or parochial, non-profit education program (K-12). More information about Federal Quota funds is available on the MIRC website at <http://www.msb.k12.ms.us/outreach/ms-instructional-resource-center>

### **Q: Do I have to register students for Federal Quota separately from other students who are visually impaired?**

**Answer:** Yes, students who meet the criteria (corrected visual acuity in the better eye of 20/200 or less or a peripheral field of vision no greater than 20 degrees or functions at the definition of blindness due to brain injury or dysfunction) and who are enrolled in your district on the first Monday in January must be registered on a separate registration form than non-quota students.

### **Q: How is a student who is visually impaired considered to be non-quota, and can I order textbooks and materials for them as well?**

**Answer:** Yes, students who are visually impaired but do not meet the requirements of Federal Quota registration can still be served by the MIRC. Non-quota students are those whose corrected visual acuity in the better eye falls between 20/70 and 20/200. If a student has a corrected visual acuity in the better eye that is 20/70 or better (i.e. 20/30), then the eye report must indicate a need for large print materials, or the eye doctor can write a letter to request large print materials.

### **Q: What documents are required to register students for MIRC and/or the Federal Quota Census?**

**Answer:** All students must be registered with MIRC in January of each year via the Federal Quota Census Registration Form or the MIRC Non-Quota Registration Form. A student will only be registered on one form depending upon the information in his eye report. In addition, the MIRC must have a one-time parent consent form and a current eye report within three years on file for all students.

### **Q: Can I use Federal Quota funds to purchase items from other companies/organizations other than the American Printing House (APH)?**

**A:** No, funds are allocated to purchase materials through APH only.

### **Q: I have students who meet the criteria for Federal Quota funds but do not need materials. Do I still need to register them?**

**A:** Yes! Even though your students may not use Federal Quota funds, other qualified Mississippi students can use the funds. If your students do need materials later, the funds will have been secured.

### **Q: What do I do if I receive a student after the first Monday in January deadline?**

**A:** The MIRC accepts responsibility for visually impaired students who enroll in your district or who become visually impaired between annual registrations. A current eye report within three years and a parent consent form must be on file at the MIRC.

## **TEXTBOOKS AND MATERIALS**

### **Q: How long does it take to produce textbooks/materials?**

**A:** The average production of large print textbooks and braille textbooks varies and is based on multiple factors. Large print textbooks may take 1-2 months or more and braille textbooks may take 4-6 months or more. Submission of textbook orders to MIRC by the end of March each year ensures the best possibility of receiving all textbooks and materials by the beginning of the next school year.

### **Q: Will the MIRC accept requests textbooks/materials after the deadline date?**

**A:** Yes, we will continue to accept requests for textbooks/materials after the deadline date, but it may delay the opportunity for the student to receive the textbooks by the beginning of the school year. Remember, requests are on a first come, first served basis. You do not have to wait until the deadline to submit orders.

### **Q: How do I request textbooks/materials?**

**A:** Requests for textbooks are entered into Sharepoint by the Director of Special Services using his or her username and password at this link:

<https://districtaccess.mde.k12.ms.us/MIRC/TEXTBOOKS/Forms/AllItems.aspx>

Click on the district folder and then the Book Request Form folder to locate a blank order form. The form is fillable and should be saved to your desktop before uploading to Sharepoint. Be sure to name the document with the student's first name, last name, and the upcoming school year. For example, John Doe 2019-2020. ***Notify your MIRC contact person via email that a new order has been placed into Sharepoint.***

### **Q: What information will I need when requesting textbooks?**

**A:** You will need the ISBN, title, edition, author, and copyright date from the **student's edition of the textbook.**

### **Q: Do I have to upload the acknowledgement form (packing slip) to Sharepoint for items received from the MIRC?**

**A:** Yes, the MIRC must keep records of textbooks/materials received in order to process payment. Please upload the acknowledgment slip within three days after you receive the materials to Sharepoint in the Acknowledgment folder at:

<https://districtaccess.mde.k12.ms.us/MIRC/TEXTBOOKS/Forms/AllItems.aspx>

If an acknowledgement slip is not included in your shipment, a blank form is available in the Acknowledgment folder in Sharepoint.

### **Q: Do I have to return instructional materials received for a student to the MIRC?**

**A:** Yes, all instructional materials - textbooks, equipment, and other materials- that will not be used by the student the following year must be returned. Consumable materials such as writing paper, disposable rulers, and student workbooks do not have to be returned. **Failure to return instructional materials to MIRC may result in the district being charged for the cost of the item(s).** Place

instructional materials in sturdy boxes; enclose a note with the **district contact person name, name of student who used the instructional materials, district name, school name, and school address**, in each box being returned and mail **postage free** by placing a label with the following:

**“FREE MATTER FOR THE BLIND” -  
MS School for the Blind - Attention: MS Instructional Resource Center  
1252 Eastover Drive  
Jackson, MS 39211.**

You may also deliver the textbooks to the MS Instructional Resource Center, but please contact the office in advance. A cart (if available) will be provided for you to unload your materials.