



Mississippi School for the Blind

State Superintendent of Education • Carey M. Wright, Ed.D.
Chief Academic Officer • Nathan Oakley, Ph.D.
MSBD Superintendent • Wendy Rogers

MEMORANDUM

TO: Supervisors of District Special Education Programs

FROM: Jeremy Stinson, Ph.D.
Director, Mississippi Instructional Resource Center (MIRC) for the Visually Impaired

DATE: March 19, 2019

RE: 2019-2020 Textbook Orders/2018-2019 MIRC End-of-Year Process

Thank you all for your recent hard work and diligence in registering your students for the APH Federal Quota Census and MIRC services. This communication is to inform you of the MIRC end-of-year process, including the upcoming deadline of March 29th for ordering materials for next school year.

We will be hiring a new MIRC contact for districts A through L, and I will send contact information to you soon for this individual. Contact me or Patricia White in the interim. If you are in districts M through Z, Patricia White is your support person and can be reached at pawhite@mdek12.org or 601-984-8226. If you ever need additional support, please contact me at 601-984-8226 or jstinson@mdek12.org.

IMPORTANT ON OR BEFORE DEADLINES:

March 29, 2019	Upload textbook/material orders to Sharepoint for the 2019-2020 school year to ensure timely delivery
June 7, 2019	Return all 2018-2019 materials unless needed for the 2019-2020 school year
July 15, 2019	MIRC will ship all new textbooks/materials for the 2019-2020 school year

Ordering Textbooks/Instructional Materials/ Equipment for the 2019-2020 School Year:

All orders must be uploaded to the Book Request folder in Sharepoint at the following link:

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

Please log in using your SPED Director's Sharepoint username and password and click on the district folder. You will then see five (5) folders for uploading documents to MIRC. As a reminder, there is no MIRC folder inside the district SPED folder you normally use, so you will have to use the link above each time.

The Book Request Form folder in Sharepoint contains a blank Textbook and APH Material Request Form for 2019-2020. The form is fillable but must be saved to your desktop before uploading back into the Book Request Form folder for each student. Please name the form with the student's first name, last name, and Book Request 2019-2020 (i.e. John Doe Book Request 2019-2020). Upload a form for each student when ordering textbooks or materials and notify your MIRC contact via email each time an order has been uploaded.

Districts are no longer able to submit orders via MSIS or email. Upload a new request form and email your MIRC contact each time you have an initial order or an additional order. ***Districts must upload orders by 5:00 p.m. on or before Friday, March 29, 2019 to ensure timely delivery for the 2019-2020 school year.*** Orders can still be placed after March 29th, but districts are less likely to receive materials prior to the first day of school.

Requests are on a first come, first served basis and depend on allocations received each year from the state legislature. Please keep in mind that production of large print textbooks takes 1 to 2 months or longer and braille textbooks a minimum of 3-6 months or longer. The MIRC only provides one adapted student textbook per required subject and one piece of equipment per child. Other resources will be provided as funds allow. ***As a reminder, a current eye report within three (3) years AND a parent consent form must be on file and approved by the MIRC before materials can be ordered.*** Eye reports for students who are totally blind should only be submitted once and have no expiration date. Parent consent forms were a new requirement in 2018 and are only submitted the first year for all newly enrolled visually impaired students. State test preparation materials and novels are not provided by MIRC. Consult with the MDE Office of Student Assessment for test preparation materials and the Mississippi Library Commission for adapted novels.

Receiving Materials and Textbooks for 2019-2020:

MIRC must have acknowledgment of all materials received by districts, so please upload all acknowledgement slips (packing slips) into the Acknowledgements folder in Sharepoint. Use the following guidelines to check incoming shipments:

- Check the number of boxes received. A label will be attached to each box that states 1 of ___ boxes. If you do not have all boxes, contact your local postal service and then MIRC if necessary.
- If all boxes are accounted for, then check to ensure you have a complete set of textbooks. It is suggested you keep the boxes to send the materials back at the end of the year.
- Sign the acknowledgement slip and upload it to the Acknowledgement folder in Sharepoint within five business days of receiving the materials. Failure to return acknowledgement slips will cause payment delays, and costs may be incurred by the district.

Return of Textbooks/ Instructional Materials/ Equipment from the 2018-2019 School Year:

All instructional materials (textbooks, braille writers, etc.) must be returned to the MIRC on or before June 7, 2019. Consumable materials such as writing paper, disposable rulers, and student workbooks do not have to be returned. If the materials need to be renewed for the same child next year or transferred to another student within the district, contact your district representative as soon as possible by e-mail. Materials may also be personally delivered to the MIRC by appointment only. ***Failure to return instructional materials to MIRC may result in the district being charged for the cost of the item(s).***

Use the following guidelines when returning materials:

- Box materials securely in the original shipping containers if possible or another sturdy container.
- Enclose a note or a copy of the original packing slip in **each** box you return. Include the **district contact person's name, name of student who used the instructional materials, district name, district address, school name, and school address.**
- Number all boxes in the shipment (e.g. box 1 of 5).
- Materials can be shipped postage free if mailed by the United States Postal Service. Simply place a label on the box with the following shipping address:

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

Thanks for partnering with us for the 2019-2020 school year. We look forward to serving your students!