

**OFFICE OF CHIEF ACADEMIC OFFICER**  
**Summary of State Board of Education Agenda Items**  
**Consent Agenda**  
**April 16, 2020**

**MISSISSIPPI INSTRUCTIONAL RESOURCE CENTER (MIRC)**

B. Approval of the 2020 MIRC Policies and Procedures Manual

**Executive Summary**

The MIRC Policies and Procedures Manual outlines a comprehensive overview of the policies and procedures required for the support of students who are blind or visually impaired in Mississippi school districts. The MIRC Policies and Procedures Manual contains important information regarding:

- MIRC program overview, vision, and mission;
- Definitions and governance;
- Federal Quota Program student eligibility and registration;
- Non-quota student eligibility and registration;
- Procedures for material distribution;
- District/agency responsibilities; and
- Timelines for requesting instructional materials.

Recommendation: Approval

Back-up material attached



# 2020

## Mississippi Instructional Resource Center (MIRC) Policies and Procedures Manual



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### **NOTICE OF NON-DISCRIMINATION**

*The Mississippi Department of Education is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of race, color, religion, sex, age, disability, marital status, national origin, or veteran's status in employment or provision of services. Inquiries or complaints may be referred to the Office of Human Resources, 359 North West Street, Jackson, MS 39201.*

## **Mississippi Board of Education 5-Year Strategic Plan 2018-2022**

**VISION:** To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

**MISSION:** To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

### **GOALS:**

1. All Students Proficient and Showing Growth in All Assessed Areas
2. Every Student Graduates from High School and is Ready for College and Career
3. Every Child Has Access to a High-Quality Early Childhood Program
4. Every School Has Effective Teachers and Leaders
5. Every Community Effectively Using a World-Class Data System to Improve Student Outcomes
6. Every School and District is Rated "C" or Higher

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## **Mississippi Instructional Resource Center (MIRC) Overview**

The Mississippi Instructional Resource Center (MIRC) was created in 2008 and is located on the campus of the Mississippi Schools for the Deaf and the Blind. MIRC is a statewide resource center designed to assist Mississippi's students who are visually impaired with specialized textbooks, equipment, and materials. MIRC operates as a repository for acquired books, equipment, and instructional materials and provides local educational agencies a process to register qualified students through the Federal Quota Fund. Agencies are then able to order accessible formats of print instructional materials (Braille, large print, and National Instructional Media Access Standards (NIMAS) files for the creation of digital and audio formats) for students with a qualifying print disability.

**MIRC Vision:** To support statewide educational programs in their efforts to create world-class educational systems for students who are blind or visually impaired.

**MIRC Mission:** To establish a strong foundation for learning and independence through the statewide provision of high-quality textbooks, instructional materials, equipment, and support to students who are blind or visually impaired.

## Definitions

For purposes of Miss. Code Ann. §§ 37-23-191 through 37-23-203, may be cited as the "Blind Persons' Literacy Rights and Education Act." The following terms shall have the meanings respectively ascribed to them in this section unless the context clearly indicates otherwise:

(a) "Blind student" means an individual who is eligible for special education services or 504 services and who has an impairment in vision that, even with correction, adversely affects the student's educational performance. This includes a student who:

- i. Has a visual acuity of 20/200 or less in the better eye with correcting lenses or has a limited field of vision such that the widest diameter subtends an angular distance of less than twenty-one (21) degrees;
- ii. Has a medically indicated expectation of visual deterioration; or
- iii. Is functionally blind due to visual problems affecting reading and writing skills.

(b) "Braille" means the system of reading and writing through touch and includes literary code, designated commonly as the Unified English Braille Code or the Standard English Braille Code, Nemeth Braille Code for Mathematics and Science Notation, Music Braille Code, and Computer Braille Code.

(c) "Individualized educational program" (IEP) means a statement developed for a student eligible for special education services under Section 602(a)(20) of Part B of the Individuals with Disabilities Education Act.

(d) "Assistive technology service" means any service or provision of devices which directly assists the functional capabilities of a blind or visually impaired student.

(e) "Compensatory skills" or "alternative techniques" means those skills or techniques needed by blind or visually impaired students to access all areas of the Mississippi College and Career-Ready Standards. These skills include, but are not limited to: the use of Braille, large print, optical devices, tactile symbols, calendar systems and abacus; study and organizational skills;

listening skills; concept development; the use of assistive technology and recorded materials; social interaction; independent living; recreation and leisure skills; and career education.

(f) "504 Plan" means a legal document under the provisions of the Rehabilitation Act of 1973 which is designed to plan a program of instructional services to assist a student with specialized needs who is in a general education setting.

TITLE 37. EDUCATION  
CHAPTER 23. EXCEPTIONAL CHILDREN  
BLIND PERSONS' LITERACY RIGHTS AND EDUCATION

Miss. Code Ann. § 37-23-199 (2016)

Miss. Code Ann. § 37-23-199. Textbook publishers that sell textbooks published after December 2008 to furnish certain electronically formatted files compatible with Braille conversion for literary and nonliterary subjects

(1) All textbook publishers that sell textbooks published after December 2008 to school districts within the state must furnish the State Department of Education with computer files for literary and nonliterary subjects in the National Instructional Media Access Standard (NIMAS) from which Braille, audio and large print versions of the textbooks can be produced. The publishers also shall furnish the Department with NIMAS files, American Standard Code for Information Interchange (ASCII) or other electronically formatted files compatible with Braille conversion for all adopted textbooks and supplementary materials, in both literary and nonliterary subjects, including natural sciences, computer science, mathematics and music, published after December 2008. All books purchased must have appropriate accompanying reproduction files.

(2) The State Board of Education shall promulgate and publish regulations, policies, and procedures for the administrative operation of the Mississippi Instructional Resource Center (MIRC) to further assure that blind and visually impaired students are annually identified and registered in order that all materials and textbooks required by blind and visually impaired students are received and distributed at the same time and in the same manner as textbooks and materials for their sighted peers. The MIRC manual must address, but is not limited to, addressing the following:

(a) The Federal Quota Program, established to promote the Educational interests of blind and visually impaired students, which qualifies the state for funds from American Printing House for the Blind;

(b) The on-time delivery of textbooks and materials to blind and visually impaired students, so that the delivery of Braille and large print textbooks and all related supplementary materials will be commensurate with the delivery of regular print textbooks and materials for sighted students as outlined in textbook policies and procedures effective January 1, 2013; and

(c) Communication policies between MIRC, the department and local school districts designating a timeline for book orders, confirmations of orders, status and tracking of orders, delivery dates of orders and the return of books at the end of use by a district.

(3) The board also shall develop and publish policies and procedures for support for district level production of literary and nonliterary Braille textbooks and materials by August 1, 2013, in order to better facilitate the on-time delivery of textbooks to blind and visually impaired students.

### **Mississippi Instructional Resource Center (MIRC) General Timeline**

*The Mississippi Instructional Resource Center (MIRC) reserves the right to make timeline changes.*

#### **January-February**

- Process district registrations for MIRC and the American Printing House for the Blind (APH) Federal Quota Program Census, which takes place on the first Monday of January each year
- Continue purchasing and ordering books and processing invoices for new students and resolve potential issues from the student's previous school district
- Enter returned items from districts into the Booktracks system

#### **March**

- Complete Phase I of the APH Federal Quota Census Registration by March 15<sup>th</sup>; No additional changes to student information will be allowed after March 15<sup>th</sup>
- Enter returned items into the Booktracks system

#### **April**

- Receive book requests from districts

- Order/mail textbooks and APH materials to districts
- Process invoices from vendors for payment
- E-mail district reminders for the return/renewal of books
- Complete Phase II of the APH Federal Quota Census Registration

### **May –September**

- Complete Phases III and IV of the APH Federal Quota Census Registration; Save final reports and spreadsheet; EOT submission of the Certificate of Attendance
- Continue to receive book requests from districts
- Order/mail textbooks and APH materials to districts
- Process invoices from vendors for payment
- Receive books from districts, on average 150 boxes per week. Each box must be unpacked to see if all volumes of textbooks and supplements have been returned
- Check-in books to the repository
- Inventory books and equipment daily
- Send e-files to districts if needed

### **October**

- Maintain inventory of students, books, & APH materials count
- Close out all book request orders & process new orders if necessary
- Meet with the Office of Technology and Strategic Services (OTSS) for the maintenance of Sharepoint for book requests
- Districts continue to request books and APH materials

### **November**

- Continue communication with districts
- Request eye reports from districts for new students or for students with eye reports older than three years
- Create filing system for students
- Follow-up with districts for the upcoming APH registry
- Districts request textbooks & APH materials for the current academic school year

### **December**

- File approved eye reports
- Order/mail textbooks and all APH materials

- Continue to follow-up with districts for the APH registry

## **Section 1: General Information/Background**

### **1.1 Definition, Purpose, and Authority for Data Collection**

The annual registration of students who are legally blind is the count of eligible students in each public school, private, parochial, home school, or any agencies in the state of Mississippi the first Monday in January. This registration generates federal funds for educational materials from the American Printing House (APH) for the Blind Federal Quota Program. MIRC refers to qualifying students as **FEDERAL QUOTA** students.

MIRC also services partially-sighted students whose best corrected vision is no better than 20/70 or whose doctor requests large print textbooks. MIRC refers to these students as **NON-QUOTA** students.

## **Section 2: American Printing House for the Blind Federal Quota Program Registration**

### **2.1 Eligibility for **FEDERAL QUOTA** Student Registration**

To qualify for the Federal Quota program a student **must** meet the following criteria:

- Registrants must meet the functionality requirement:

**MDB** – a central visual acuity of 20/200 or less in the better eye with best correction (using the Snellen Chart) or a visual field of 20 degrees or less

**or**

**FDB** – visual performance is reduced by brain injury or dysfunction when visual function meets the definition of blindness as determined by an eye care specialist (ophthalmologist or optometrist) or another medical doctor such as a neurologist

- Be enrolled in a formally organized public, parochial, private, home school, or non-profit educational program of less than college level
- Be enrolled with the registering school or agency on the first Monday in January

A complete description of the Federal Quota Fund may be obtained at <http://www.aph.org/federal-quota/>.

## Sample of FEDERAL QUOTA Student Registration Form

### American Printing House for the Blind Federal Student Registration 2019 Federal Quota Census Form

**IMPORTANT:** A student who qualifies for the APH Federal Quota Census must have a "central visual acuity of 20/200 or less in the better eye with best correction or a peripheral field of vision no greater than 20 degrees or visual performance reduced by a brain injury or dysfunction that meets the definition of blindness as determined by an eye care specialist or neurologist." The student must be enrolled in your district/agency as of Monday, January 7, 2019. All information with an \* is required. **Please review the instructions in your MIRC Sharepoint Student Registration folder before completing this form, which is due on or before January 31, 2019.**

District/Agency Name \_\_\_\_\_ District Code \_\_\_\_\_

*Student Name (Last, First Middle) e.g. Doe, John Bradley	*Date of Birth (MM/DD/YYYY) e.g. 08/13/2005	*Current Grade	*Vision Function (MDB or FDB)	*Primary Language of Learner (EN, SP, or OT)	*Primary Reading Medium (V,B,A, PRE, or SN)	*2 <sup>nd</sup> Reading Medium (V,B,A, or NA)	Other or 3 <sup>rd</sup> Reading Medium (V,B,A, or NA)	Parent consent on file? (Yes or No)	Visual acuity verified? (Yes or No)	Date of most current eye report? (MM/DD/YYYY) e.g. 10/22/2012
								<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
								<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
								<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
								<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

## 2.2 Eligibility for NON-QUOTA Student Registration:

To qualify for materials through state/federal funding, a student must meet the following criteria:

- Central visual acuity of 20/70 or less in the best corrected eye (i.e., 20/100)
- If the visual acuity is better than 20/70 (i.e., 20/30), then a statement of need for large print textbooks from the student's optometrist or medical doctor must be on file
- Be enrolled in a formally organized public, parochial, private, home school, or non-profit educational program of less than college level

## Sample of NON-QUOTA Student Registration Form

Name of District/Agency \_\_\_\_\_

District # \_\_\_\_\_

*Student Name (Last, First Middle) e.g. Doe, John Bradley	*Date of Birth (MM/DD/YYYY) e.g. 08/13/2005	*Grade Placement	*Corrected Visual Acuity in Better Eye e.g. 20/100	*Parent Consent on File? Yes or No	Notes
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

## **2.3 Procedures for Materials Distribution**

The MIRC is not intended to be the sole source for providing all items needed by the student who is blind or visually impaired. The Federal Quota Fund can only be used to purchase items from the American Printing House for the Blind for students who qualify. The amount of state and federal funding is requested and secured based upon trend data analysis of student population, expenditures, and overall need. Federal Quota and state funds are exhausted before supplemental IDEA funds are utilized. Although every attempt will be made to fill orders/requests, it is the responsibility of the district/agency to provide services and materials to students identified as blind or visually impaired.

Therefore, to provide equitable services and serve as many students as possible who are blind/visually impaired, the MIRC will:

- Require that all students for whom equipment and/or textbooks are requested be registered for Federal Quota Funds and/or state funds
- Process textbooks and product requests on a first come, first served basis; textbooks must be aligned/parallel to the state textbook policies [Miss. Code Ann. §§ 37-43-1, 37-9-14(2)(b) and 37-7-301(FF)]
- Fill as many orders as possible based upon budget allocation
- Limit textbooks to one textbook, per subject, per student
- Limit APH equipment to one per child
- Provide other resources as funds are available
- Reserve the right to deny purchases
- Not supply test preparation materials. Districts should contact the testing vendor or MDE Office of Student Assessment to inquire about adapted test preparation items

It is important to note that all districts reserve the right to produce literary and nonliterary Braille textbooks and materials at the district level or independently contract with a vendor, both at the district's expense rather than ordering and receiving materials through the MIRC.

## **Section 3: District/Agency Responsibility for the Registration of the Blind and Visually Impaired Student**

### **3.1 District/Agency Registration Responsibility**

In the event an audit requires evidence of the student's educational program or visual acuity, the following information should be on file at the local agency or school for each student served by the MIRC:

- ❑ An IEP, 504, or any other written education plan to verify that the student is in a formal organized educational program (if applicable)
- ❑ Students who are visually impaired with a visual acuity of 20/70 or better must have a completed eye report specifically requesting large print materials or a separate signed statement from an optometrist or medical doctor indicating a need for large print materials. Eye reports must be current within three years and must be updated until the child graduates, no longer needs services, or withdraws from the district
- ❑ Students who are totally blind, whose eyes have been enucleated, or who have proven, non-changing eye conditions, must have an initial eye report or diagnosis on file. Once the student is registered, the report does not have to be sent to MIRC again.
- ❑ A parent consent form must be signed and filed prior to the first year of service and will not have to be refiled annually as long as the student remains in the requesting school district or another Mississippi school district.
- ❑ Districts must appoint a contact person to work with the MIRC who will supervise textbooks, equipment, and material orders. The Superintendent, Director of Special Education, or other designee must complete, sign, and date Page 2 of the annual registration form to certify that the information provided is accurate and fully documented.
- ❑ Once the registration form (see page 11 and Sharepoint) has been submitted to MIRC, the student information is verified. After approval, the district/agency will be contacted by the Mississippi Instructional Resource Center and will be assigned to one of the MIRC staff members to assist in the ordering process.

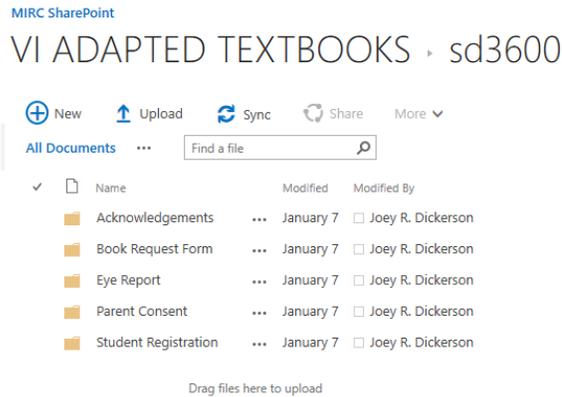
### **3.2 How to Request Materials**

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>

Log in using the Special Services Director's Sharepoint username and password and click on the district's folder. There are five (5) folders for uploading documents to MIRC (see below). As a reminder, there is no MIRC folder inside the IDEA folder districts normally use, so the link above will have to be used each time.

## Sharepoint Sample of Folders



The Book Request Form folder in Sharepoint contains a blank Textbook and APH Material Request Form (see p. 13). The form is fillable but must be saved to a desktop before uploading it back into the Book Request Form folder for each student. Please name the form with the student’s first name, last name, the word Book Request, and the year (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.

## Sample of MIRC Textbook and APH Material Request Form



**Mississippi Instructional Resource Center (MIRC)**  
**Large Print/Braille Textbook & APH Material Request Form**  
 2019-2020 School Year

A **current eye report** (less than 3 years old as of Aug. 1<sup>st</sup> of the current school year) and an **initial parent consent form** must be approved by the MIRC director before items can be shipped. Complete this form in its entirety. Shipments may be delayed without an ISBN or APH catalog number.

Student Name: \_\_\_\_\_ District Name: \_\_\_\_\_ School Name: \_\_\_\_\_

Type of Print Required (mark all that apply):  Large Print  Braille  E-File  APH Materials

12-Month District Employee Receiving Materials: \_\_\_\_\_

12-Month District Employee’s Email: \_\_\_\_\_ Best Phone Contact: \_\_\_\_\_

Shipping Address (No P.O. Boxes): \_\_\_\_\_ City: \_\_\_\_\_ Zip Code : \_\_\_\_\_

TEXTBOOKS				
Grade Level	Title	*Student ISBN	Publisher	Copyright Date

APH CATALOG ITEMS				
Grade Level	Item Name or Description	*Catalog Number	Price	Quantity

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 the last working day of March each year to ensure timely delivery for the upcoming school year.*** Orders can still be placed after the March deadline, 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 one to three (1-3) months or longer and braille textbooks a minimum of three to six (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 can be copies of the original from the optometrist or ophthalmologist, or the sample MIRC Eye Report (see below) is found in the Eye Report Sharepoint folder and can be sent with the student for an initial or follow-up exam. Eye reports for students who are totally blind should only be submitted once and have no expiration date. Parent consent forms (see p. 15 and Sharepoint) were a new requirement in 2018 and are only submitted the first year for all newly enrolled students who are blind or visually impaired.

## Sample Eye Report



**Mississippi Instructional Resource Center (MIRC)**  
**Eye Report for Vision Services & APH Registration**

<b>Section 1: Demographics</b>						
Student Name:		Grade:		DOB:		
District/School:			Date of Current Eye Exam:			
<b>Section 2: Eligibility for Vision Services and Federal Quota Fund Registration (mark all that apply)</b>						
<input type="checkbox"/> Visually Impaired (VI) 20/70 or less in the better eye after correction or there is a limited visual field that could adversely affect educational progress. <input type="checkbox"/> Meets the Definition of Blindness (MDB) 20/200 or less in the better eye after correction or visual field no greater than 20 degrees. <input type="checkbox"/> Meets the Definition of Blindness (MDB) Immutability Condition (bilateral enucleations, etc) <input type="checkbox"/> Functions at the Definition of Blindness (FDB) Students in this category manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral visual impairment.						
<b>Section 3: Visual Diagnosis &amp; Prognosis</b>						
Diagnosis: _____						
Prognosis: <input type="checkbox"/> stable <input type="checkbox"/> capable of improving <input type="checkbox"/> progressive <input type="checkbox"/> uncertain						
<b>Section 4: Acuity &amp; Visual Fields if unable to obtain Snellen Acuity, consider the FDB criteria</b>						
	Distance Acuity (R.)			Near Acuity (In.)		
	O.D.	O.S.	O.U.	O.D.	O.S.	O.U.
Corrected						
Without Correction						
Counts Fingers: <input type="checkbox"/> O.D. <input type="checkbox"/> O.S. Hand Movement: <input type="checkbox"/> O.D. <input type="checkbox"/> O.S. Object Perception: <input type="checkbox"/> O.D. <input type="checkbox"/> O.S. Light Perception: <input type="checkbox"/> O.D. <input type="checkbox"/> O.S.						
Is there a field limitation? <input type="checkbox"/> Yes <input type="checkbox"/> No if yes, please describe: _____						
Please attach diagram of visual fields if tested.						
<b>Section 5: Prescription Complete if glasses and/or contact lenses prescription issued</b>						
OD: sphere _____ Cylinder _____ Axis _____						
OS: sphere _____ Cylinder _____ Axis _____						
Glasses: <input type="checkbox"/> To be worn constantly <input type="checkbox"/> for close work only <input type="checkbox"/> for distance only <input type="checkbox"/> for protection						
<b>Section 6: Ocular Surgery, Medications</b>						
<b>Section 7: Recommendations (Large Print/Braille Materials, Visual Aids, Physical Restrictions, etc...)</b>						
<b>Section 8: Authorizations</b>						
Doctor's Name Printed:		Name of Practice:				
Doctor's Signature:		<input type="checkbox"/> MD <input type="checkbox"/> DO				

## Sample Parent Consent Form

### Mississippi Instructional Resource Center (MIRC)

#### Consent to Release Student Information

In order to register my child with MIRC and the American Printing House for the Blind (APH\*), I hereby authorize the local school district and/or MIRC to share my child's personally identifiable information as follows: last name, first name, middle name, date of birth, school district, grade placement, visual function, primary and secondary reading medium, and cross reference of siblings also registered (to prevent duplication of registration).

I, \_\_\_\_\_ (print parent's name),  
certify that I am the parent(s)/guardian(s) of

\_\_\_\_\_ (print student's name),  
whose date of birth is

\_\_\_\_\_ (student's complete date of birth),

and that s/he is a dependent according to Section 152 of the Internal Revenue Code if s/he is over eighteen years of age. I understand that this release will remain in effect unless I revoke it in writing. I further understand that I can revoke this release at any time by sending an email to [jstinson@mdek12.org](mailto:jstinson@mdek12.org).

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\*APH is a nonprofit organization for the blind. According to the Federal "Act to Promote the Education of the Blind", all students who meet the definition of blindness can receive specialized textbooks and accessible materials through the APH Federal Quota Program.

### 3.3 Timeline for Requesting Instructional Materials

The deadline to submit textbook/instructional material requests through Sharepoint is the last working day of March each year; however, to ensure textbooks are available for your students who are blind or visually impaired when the semester starts, please submit your request to the MIRC within the following timelines:

#### **For Braille texts:**

Submit your request four to six (4-6) months before the braille textbook is needed. If a textbook is state-specific or not in stock at the MIRC depository or APH, the text will require transcription and additional time for processing.

#### **For large print texts:**

Submit your request one to three (1-3) months before the large print textbook is needed. If a textbook is state-specific or not in stock at the MIRC depository, the text will have to be ordered and will require additional time for processing.

#### **For e-files:**

Submit your request one (1) month before the e-file textbook is needed. E-files may come in several formats, and a separate user ID and password is sometimes required to download. The download is sent to the Mississippi

Instructional Resource Center (MIRC), then it is forwarded to the district/agency. Some textbooks/instructional materials are not available in e-files.

**For American Printing House (APH) product requests:**

Provide the product name and the APH catalog number. The catalog is available upon request in a hard copy at 1-800-223-1839 or can be downloaded from the American Printing House web page at [www.aph.org](http://www.aph.org). Many of the products are made by hand, and extra time is needed to produce the textbook/instructional materials. MIRC does not have control of items on backorder from APH.

Although we will continue accepting requests outside of the general timeline, the chance of getting your books in time for the start of school diminishes greatly, especially if the book has never been brailled or enlarged before. Also, state-specific textbooks take longer to complete. In some cases, the district may be asked to provide a non-returnable copy of the textbook to expedite the production.

**3.4 Instructions for Receiving Materials and Textbooks**

The Mississippi Instructional Resource Center (MIRC) ships all textbooks and instructional materials through the United States Post Office's Free Matter for the Blind Program. Specialized equipment (Matt Connects, Smart Brailleurs etc.) will be by private courier. The Mississippi Instructional Resource Center (MIRC) must have acknowledgement of all materials received.

Use the following guidelines to check incoming shipments:

- Check the number of boxes received. A label will be attached that states 1 of \_\_\_ boxes. If you do not have all boxes, contact the local postal service. There is no tracking for free matter packages.
- If all boxes are accounted for, check to make sure 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 (see page 17 or Sharepoint) 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.

## Sample of Acknowledgement Slip

### Acknowledgement of Materials Received 2019-2020

The Mississippi Instructional Resource Center (MIRC) must have acknowledgment of all materials received whether sent from MIRC or directly from the vendor to the district. Complete the form below and upload to your MIRC Sharepoint Acknowledgements folder.

Vendor/Producer:  Date Order Shipped:

Student's Name:

ISBN/Catalog	Textbook Title	Number of Volumes	Received (Please Check)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

### 3.5 Return Shipping Instructions

To make the most of our quota and state funds, the MIRC recycles and reissues as many textbooks, instructional materials, and pieces of equipment as possible. All items, except for consumables such as writing paper, disposable rulers, etc., belong to the MIRC and the Mississippi Department of Education and must be returned to the MIRC as soon as it is determined a student no longer needs the loaned items. If you wish to renew items for a current student or transfer items to another student in your district/agency, contact MIRC. **Failure to return instructional materials to MIRC may result in the district being charged for the cost of the item(s).**

In April, MIRC will send a reminder notice to help you identify and return loaned textbooks and equipment. Please return these materials on or before the first week of June so we can use them for other students for the next school year.

### 3.6 Shipping Guidelines

Use the following guidelines when returning materials:

- Box materials securely. It is suggested to keep the original shipping container for return. The boxes are designed for the materials and can be used multiple times. Many books are lost each year because boxes break open in the mail.

- Enclose a note or a copy of the acknowledgement form (packing slip) that was shipped with the products. Include the **district contact person's name, name of student who used the instructional materials, district name, district address, school name, and school address** in each box being returned.
- Number all boxes in the shipment (e.g., 1 of 5, 2 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:

**“FREE MATTER FOR THE BLIND”**  
**MS Schools for the Deaf and the Blind**  
**MIRC/Admin. Bldg.**  
**1403 Eastover Drive**  
**Jackson, MS 39211**

Materials and/or textbooks may also be personally delivered to the MIRC by appointment only. A cart (if available) will be provided for you to unload your materials.

### **3.7 Instructions for Equipment and Material Repairs**

Specialized equipment (i.e., Matt Connects, Brailleurs, TI-84 talking graphing calculators, etc.) in need of repair should be returned to the Mississippi Instructional Resource Center (MIRC). **Do NOT return any materials to American Printing House for the Blind in Kentucky.**

When returning equipment for repair:

- Put a note in the shipping container explaining what is wrong with the product.
- If a replacement is needed immediately, contact the MIRC to make arrangements.
- Materials should be shipped via courier to ensure insurance and tracking to:

**“FREE MATTER FOR THE BLIND”**  
**MS Schools for the Deaf and the Blind**  
**MIRC/Admin. Bldg.**  
**1403 Eastover Drive**  
**Jackson, MS 39211**

## Acknowledgements

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