

# Accessible Instructional Materials Library

Tel# 1-781-562-0461

3 Randolph Street ~ Canton, MA 02021

Fax# 1-781-562-0463

## Assurances Form

As part of the student registration and eligibility process, the Accessible Instructional Materials (AIM) Library requires the assurance that appropriate assessments, when applicable, current medical records, and a written education plan are on file where the student attends school. The actual assessments, reports and plans are not to be submitted to the Accessible Instructional Materials Library.

By signing the **Assurances Form** the LEA agrees to have:

1, Assessments 2, Medical records and 3, Written Education Plans, on file for the following student in the event that any audit requires evidence of the student's eligibility and specialized educational program.

Today's Date \_\_\_\_\_  (please check) FAPE (MGL, Chpt 71B) I understand that the school district is responsible for providing any and all specialized instructional materials that are identified in the students' IEP. I also understand that AIM Library is an optional resource for school districts, it is not equipped to respond to all material requests, and the LEA cannot rely upon the AIM Library to meet their obligations to provide FAPE.

Student Name	SASID
Grade Placement	School Year
Primary Reading Media	Secondary Reading Media
School District Name <input type="checkbox"/> Public <input type="checkbox"/> Private	Town of Residence
Name of Teacher of the Visually Impaired	Name of Orientation and Mobility Specialist
Date of Medical Report on File	Documented Cortical Visual Impairment(CVI) <input type="checkbox"/> YES <input type="checkbox"/> NO
Is student legally blind <input type="checkbox"/> YES <input type="checkbox"/> NO	Indicate written education plan on file <input type="checkbox"/> IEP <input type="checkbox"/> 504 <input type="checkbox"/> Other
If YES Date of Birth:	
Is student registered Bookshare <input type="checkbox"/> YES <input type="checkbox"/> NO	Is student registered Learning ALLY <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Assessments on file</b>	<b>List Assistive technology devices to access curriculum:</b>
Learning media assessment (LMA)	1.
Functional vision assessment (FVA)	2.
Low vision evaluation (LVE)	3.
Assistive technology assessment (ATA)	4.
Orientation & mobility assessment (OMA)	5.
Transition plan & independent living (TILSA)	6.

Special Education Director \_\_\_\_\_ Date \_\_\_\_\_

**Signed, Original Assurances Form Page 1 must be mailed no later than November 30<sup>th</sup> each year to:**

**Massachusetts Accessible Instructional Materials Library**

**3 Randolph Street  
Canton, Ma 02021**

**Written education plan**~ Verification that the student is in a formally organized educational program, public or private, which may be an IEP, a 504 plan, or any other written action plan, at less than college level.

**Medical eye report**~ Report from an ophthalmologist or an optometrist must be on file where the student is enrolled and should be updated every three (3) years. Exemption from the 3 year updated report would be students with proven non-changing eye conditions, such as bilateral enucleations, anophthalmos, or other conditions determined immutable. A report from a neurologist, etc., is acceptable for students with unique visual characteristics often found in conditions referred to as neurological, cortical (CVI), or cerebral visual impairment (e.g brain injury or dysfunction). These students would be classified as 'Functions at the Definition of Blindness (FDB)'

**Learning Media Assessment (LMA)** The learning media assessment is to determine the most effective medium for accessing instruction and teaching methods. A licensed teacher of students with visual impairments completes this assessment.

**Functional Vision Assessments (FVA)** The functional vision assessment includes a variety of evaluations and determines how a student will access their visual environment. A licensed teacher of students with visual impairments completes the assessment; contributions from the child's Orientation and Mobility specialist are helpful.

**Low Vision Evaluation (LVE)** A clinical low vision evaluation assesses whether or not a child will benefit from optical devices such as monocular telescopes and/or magnifiers. An optometrist or ophthalmologist who specializes in low vision and the prescription of optical devices performs the clinical low vision evaluation.

**Assistive Technology Assessments (ATA)** Technology assessments address a student's need for products that will increase, maintain, or improve their functional abilities. A licensed teacher of students with visual impairments or assistive technology specialist completes the assessment.

**Orientation and Mobility Assessment (OMA)** An O&M assessment examines the student's ability to travel safely both in school and outdoors, and with or without assistance. A certified O&M specialist will conduct the assessment.

**Transition Plan and Independent Living Skill Assessment (TILSA)** (if age appropriate) The purpose of the transition assessment, to be in effect by age 16, is to measure age appropriate postsecondary goals related to training, education, employment, and, where appropriate, independent living skills.