INSTRUCTIONS FOR REQUISITIONING AUDIO INSTRUCTIONAL MATERIALS

Use the following instructions to requisition audio versions of instructional materials adopted under Proclamation 2010 and Proclamation 2011. Audio versions of instructional materials adopted prior to Proclamation 2010 will continue to be ordered from Learning Ally, formerly known as Recording for the Blind & Dyslexic.

EMAT/EVI uses two types of requisitions for audio instructional materials: EVI-Requisition-Audio-VI and EVI-Requisition-Audio-LD. The EVI-Requisition-Audio-VI type should be used to requisition instructional materials for visually impaired students, while EVI-Requisition-Audio-LD should be used to requisition instructional materials for students with learning disabilities. Follow the instructions below to requisition audio instructional materials in EMAT/EVI.

1. The Admission, Review, and Dismissal (ARD) Committee or 504 Committee must identify the requirement for the use of audio materials due to a visual impairment (VI) or a learning disability (LD) and update the students Individualized Education Plan (IEP) or Individualized Action Plan (IAP) to include the modification requiring audio instructional materials. It is the responsibility of the local school district to ensure this requirement has been met prior to requisitioning the materials.

2. On the district start page, select the *EVI Enrollment* link in the *E*VI box and then select the *EVI Type* of *Audio*.

3. EMAT/EVI will display the *Summary* tab. The *EVI Population* page has a tab for each grade level K-8 and a tab for each subject area for high school.

4. Select the appropriate grade level or subject area and check the *Actual EVI Student Enrollment* column to ensure there is available population.

5. If there is no available population listed, select the *Update EVI Enrollment* link at the top of the page. EMAT/EVI will notify the Instructional Materials and Educational Technology (IMET) division of the district's need to update their enrollment. IMET staff will send an encrypted email to the textbook coordinator requesting the student's name, date of the last ARD or 504 Committee meeting, grade level, and a statement confirming that the student is visually impaired or has other disabilities and is eligible to receive audio instructional materials. IMET staff will update the district's enrollment upon receipt of this information.

6. If there is available population listed, you may update the *Bilingual* column or *ESL* column to include Spanish-speaking students or English as a second language students as necessary. For students functioning above or below their current grade level, adjust the *District Off-Level Adjustment* column. For high school subject areas, update the *Actual EVI Student Enrollment* column for each Multiple List Code for which audio instructional materials are required.

7. Select the *Save Work* button located at the top of the page.

8. Repeat Steps 4 through 7 for each grade level or high school subject area as needed.

9. Scroll back to the *Summary* tab, select the *Save* button, and then select the *Go Back to Start Page* link.

10. To create an EVI-Audio-VI requisition or an EVI-Audio-LD requisition select the *Create New Requisition* link located in the *Requisition List* box.

11. EMAT/EVI displays the *Requisition Summary* tab. The requisition screen has a tab for each grade level K-8 and a tab for each subject area for high school. Select the appropriate grade level or subject area tab.

12. Enter the *Student Requisition Quantity*, not to exceed the *Eligible Quantity*. Select the *Save Work* button. If the *Student Requisition Quantity* box appears as a non-entry field, the title is not available to order through the EMAT/EVI system. The school district should contact Gigi Franklin at (512) 795-4308 or bookorder@learningally.org or visit www.learningally.org/texas.

13. After entering all of the requisition data, select the *Summary* tab, then the *Save Work* button.

14. Review the requisition before submitting by selecting the *View/Print Requisition Summary* link located in the *View/Print Options* box. If adjustments are required, please close the Requisition Summary page and select the appropriate grade level or subject area and make the needed adjustments before selecting the *Submit to TEA* button.

15. If no adjustments are required, select the *Submit to TEA* button.