Flowchart for Braille and Large Print
Ongoing Process:
When ordering textbooks, LEA should always request that a NIMAS file be created and sent to NIMAC.
The CSE identifies student needing alternative format materials. If it is determined that the student
requires braille or large print, LEA calls:
1. Resource Center for the Blind and Visually Impaired (RCVI). Contact Lisa DeSantis at (585) 343-
5384, extension 207 to check their library of accessible books. If the RCVI has the book, they will
send it to the student. If the RCVI does not have the book:
2. RCVI will check other sources including the LOUIS database (www.aph.org/louis/index.html),
Library