

Request Form for Accessible Media



A FORCE FIGHTING FOR PEOPLE WITH DISABILITIES

Wyoming Institute for Disabilities (WIND)

Wyoming Accessibility Center

NIMAS Clearinghouse for Accessible Media and Technologies

Phone (800) 861-4312 or (307) 766-5770; Fax (307) 766-2763

Site Contact Information

WISER ID# _____

Faculty/staff contact name _____

Contact's e-mail address _____

Contact's phone number _____

School district _____

School mailing address _____

Resource Information (please provide all known information)

What resource are you requesting?

Title _____

Subject (math, literature, etc.) _____

Version/edition _____

Author/editor/illustrator _____

Publisher _____

Language (English, Spanish, etc.) _____

ISBN# _____

***Please indicate student's preferred format on the back of this form.**



There are multiple formats available to students with print disabilities. Please fill in the circle beside the format you are requesting, and then check the boxes of any student preferences associated with that format.

○ Braille

- .brf—An electronic braille format that is ready to be embossed. (Select this format if you have an embosser and only need an electronic version of the textbook material sent to you.)
- Gr2—Grade 2 contracted braille. (Select this format if you need the text material embossed and bound by an outside source.)
- Gr1—Grade 1 uncontracted braille.

Language Preference: English Spanish Other _____

○ Large Print

- LPE—Electronic file ready for printing at the school site.
 - Send as an e-mail attachment
 - Send on a CDPreferred font _____
Preferred font size (example: 18, 24, 32) _____
- LPP—Printed and bound volume of the text material, printed front/back and delivered to your school in hard copy.
Preferred font _____
Preferred size _____

○ Audio File

- .mp3—A compressed digital file provided on CD (most common audio file).
- .mp4—A compressed file readable only on Apple iPod or through the Apple iTunes program.
- .wav—Uncompressed file provided on disk for use on any computer with a sound card (larger file than .mp3).

○ DAISY (Digital Talking Book/DTB)

DAISY books may offer narrated (human) voice with text or computer-generated synthetic speech, and may display primary headings or full text versions of the book. When possible, books with narration and text will be sought; otherwise, the audio portion of the DAISY book will use synthetic voices. Students will need the textbook to support the audio recording.

- Digital recording (human narration)
- Digital recording (synthetic speech) with minimal text support
 - Male voice
 - Female voice

Please check one:

- The student's computer has a text-to-speech program
- (OR)
- The student needs a text-to-speech program to hear the book.

Mail or fax both sides of this form to your NIMAS Coordinator (see front page).