



Services for Students with Visual Impairments (SSVI)

Muriel Stanley Venne Provincial Centre
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REQUEST FOR UEB BRAILLE PRODUCTION FORM

For Alberta Education Authorized “Student Basic” Textbooks within the Four Core Subjects

The personal information is collected pursuant to section 33(c) of the *Freedom and Information and Protection of Privacy Act* (RSA 2000, C.F-25). This information will be used for the purposes of providing the child/student with assistive technology and/or resources necessary to meet their educational programming needs. Questions or inquiries regarding the collection and use of the personal information may be directed to edc.ssvi@gov.ab.ca or by telephone at 780-427-4681 (Dial 310-0000 to be connected toll-free from outside the Edmonton area).

The person submitting this request is the: TVI (Teacher for the Visually Impaired)
 School’s Learning Support Teacher/Equivalent
 Other _____
(Specify)

Submitter’s name: _____

Email: _____ Date: _____
MM/DD/YY

The person submitting this request has: Searched the [Authorized Learning Resources Database](#) to confirm that the textbook is an authorized “student basic” within one of the core subjects (English Language Arts, Social Studies, Science, or Mathematics).
 Obtained two copies of the print book, which are required for the production and will be forwarded to SSVI along with this form.
 Provided a Curriculum Schedule as specified on page 2 of this form.

Student / School Information:

Student name: _____

School name: _____

Title Information:

Title: _____ (Only one title per form)

Date Required in the Classroom:

To meet student curriculum schedules, SSVI requires schools to submit requests for production a minimum of **9 months prior** to the start date in the classroom. NOTE: Science and Mathematics texts are more complex, and may require up to 14 months to produce in the braille format. Requests for production may be turned down as production capacities fill.

Title is required for: 1st semester 2nd semester Entire school year

Date required in the classroom: _____
MM/DD/YY

Curriculum Schedule:

A curriculum schedule is unknown at this time, and it is understood that SSVI may not meet the student's classroom needs without one. Production will start at the beginning of the text and continue in sequential order.

Record below what chapters will be used in what months:

This information is critical, particularly if the teacher does not go through the text in sequential order.

Month	Chapter/s	Month	Chapter/s
September:	_____	February:	_____
October:	_____	March:	_____
November:	_____	April:	_____
December:	_____	May:	_____
January:	_____	June:	_____

Internal Use Only:

ILL Purchase Prod. Approved Prod. NOT Approved