



Utah Schools for The Deaf and the Blind

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Superintendent

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Dear Special Education Directors, TVIs, and Itinerants:

Here is a simple step-by-step outline of the process for ordering alternate format materials from the USIMAC. These processes will help ensure that all orders are submitted accurately, completely, and are ready for procurement/production for your students with print disabilities.

Policies and Procedures for Ordering Alternate Format Materials from USIMAC

1. The TVI/Itinerant determines which books their student needs and which formats are required.
2. The TVI/Itinerant fills out the Chaffee Eligible Referral Form and the USIMAC Order Form for each student. (Both forms can be located on our website at www.usimac.org) They are available in a fillable .pdf format.
3. The TVI/Itinerant encrypts both forms and attaches them in an email to orders@usimac.org. Instructions on encrypting files can be found on the website at www.usimac.org directly under the 2016/2017 order form.
4. Once the order is received, USIMAC will send an email confirmation within 1 business day to the TVI/Itinerant who placed the order. (If you don't receive this confirmation, please contact the **USIMAC Customer Service line at (801) 629-4706 or (801) 629-4783** to ensure your order was received.)
5. USIMAC will review the order and determine if the books can be purchased or need to be produced.
6. If the book needs to be produced, USIMAC will request a hard copy of the book from the TVI/Itinerant within 5 business days to be cut and scanned. (These books can be returned to you once we are finished with them; however, they will be loose pages.)
7. Once USIMAC has received the order AND a hard copy of the book (if necessary), the order is complete and USIMAC will begin procurement or production. Until all criteria have been met, the order will remain incomplete. Orders are placed in the que based on the date they are deemed "complete orders", not necessarily on the date the order was received. Please check your email regularly to ensure prompt follow through on any needed hard copies.
8. All COMPLETE orders received BEFORE April 1st of the prior school year will be guaranteed to be 100% ready before the start of the following school year in August. Any orders that reach a COMPLETE status AFTER April 1st will be procured or produced in the order that they are received and are not guaranteed to be ready prior to the start of school in August.

9. The books are shipped to the shipping address identified on the original Textbook Request Form.

10. Textbooks are due back to USIMAC by June 30th of the current school year.

If you have additional questions or concerns, please contact me via email or on my cell phone. We want to make this process as smooth as possible for everyone involved. We recognize the great need of our students for accessible educational materials and will continue to do our best to provide all the materials requested of us as quickly as possible.

Thank you for your continued support of all students with print disabilities. Much of their success is a direct result of your hard work and dedication. Thank you for all you do.

Best regards,

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