

Maryland State Department of Education
Division of Rehabilitation Services
Office for Blindness & Vision Services
Requesting Materials In Alternate Formats

To ensure the availability of accessible materials for individuals who have difficulties with reading and/or comprehending text in print because of a visual, cognitive, perceptual or physical disability, the steps outlined below must be followed.

In order to effectively and efficiently meet all requests for alternate formats, the [Request for Materials in Alternative Format \(RS-9r\)](#) must be completed.

A. Braille

1. When a staff person is in need of materials in Braille for staff, consumers, visitors or volunteers, the [Request for Materials in Alternate Format \(RS-9r\)](#) **must** be completed and accompany your request for Braille.
2. This form is available both in the [FORMS section](#) and the [Blindness Resources section](#) of InDORS.
3. The request must be submitted at least **three business days** prior to the date needed. (Allow additional time for larger jobs.)
4. The material must be submitted via email.
 - The material **must** be in Microsoft Word.
 - Documents in PowerPoint, as well as any graphs, charts and meaningful illustrations must be converted into narrative text in Word that describes the graphics and charts prior to submitting the request for Braille. (See [Write helpful Alt Text to describe images.](#))
 - There are no restrictions on font or font size for Braille; however, graphics cannot be incorporated into the document.
5. The [Request for Materials in Alternate Format \(RS-9r\)](#) and the documents to be Brailled should be submitted **as attachments** to an email to [Beneda Cannady](#).
6. Keep a copy of the form and your original materials for your records.
7. When the Braille document is completed, it will be delivered to you, the requester.
8. Upon delivery, the requester or designee will be asked to sign and date the original request form indicating completion and receipt.

B. Digital Audio Files

1. When a staff person is in need of materials in digital audio files (.mp3) for staff, consumers, visitors or volunteers, the [Request for Materials in Alternative Format \(RS-9r\)](#) form **must** be completed and accompany your request for audio files.
2. This form is available both in the [FORMS section](#) and the [Blindness Resources section](#) of InDORS.
3. The request must be submitted at least **three business days** prior to the date needed. (Add additional time for larger jobs.)
4. The material must be submitted via email.
 - The digital materials can be in either Microsoft Word or PDF.
 - Documents in PowerPoint can be converted to audio files; however, narrative text describing any graphs, charts and meaningful illustrations must accompany the PowerPoint. (See Section A. #4.)
 - Short paper documents (i.e., non-digital) can also be scanned and converted to audio files. (By "short," think memo or letter, not novel, since each individual page must be hand-placed on the scanner and then scanned.)
5. Include the email address/addresses where the completed audio files should be sent.
6. The [Request for Materials in Alternate Format \(RS-9r\)](#) and the documents to be converted to audio files should be submitted **as attachments** to an email to [Beneda Cannady](#).
7. Keep a copy of the form and your original materials for your records.
8. When the conversion of the document to audio file is completed, the files will be emailed as directed on the request form.