

ALL PRINCIPALS: Accommodations for Itinerant Teachers of the Visually Impaired at School Sites for the 2008-2009 School Year

*Category: For Your Information*

**Audience:** n/a

**Due Date:** n/a

**Meeting Date:** n/a

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Information regarding accommodations for itinerant teachers that serve visually impaired students.

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Throughout the 2008-2009 school year, an itinerant teacher from the district office will provide services to visually impaired students at various school sites. ***Teachers of visually impaired students (TVI) at each school will notify school administrators in the event that they have a visually impaired student(s) that will receive these services during the school year.***

Services may be provided daily, weekly or several times per week, in accordance with the requirements set forth in student Individual Educational Plans (IEP). To facilitate these services, we request your assistance in providing the following accommodations for the itinerant teacher:

- An assigned space (e.g. office, room, quiet area in the media center/ESE office, or therapy room, etc.) to allow the teacher to work with student(s). The designated area must be amply sized, free of distractions and have adequate lighting in order to allow the itinerant teacher to administer large print or Braille tests for students.
  - Access to a copy machine or its equivalent. Please also provide codes and/or paper supplies as needed.
  - Access to telephone and/or fax machine.
  - Accessible space to store students' and teacher's adaptive equipment (e.g., book cases for Braille books, storage cabinets with locks for embossers and printers).
  - Access to rooms, elevators, and the teachers' lounge as appropriate.
  - A mail box to receive written correspondence.
  - A parking I.D. (if this requirement is applicable to other employees)
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