



North Carolina Department of Public Instruction AEM Planning Form

This template is designed to assist educational teams in planning for the provision of Accessible Educational Materials (AEM) for students. Students may require one or more accessible formats such as braille (embossed/ refreshable), tactile graphics, large print, audio, or digital (EPUB) to access educational materials based on their IEP or 504 plan.

When planning for a new school year or semester, teams need to consider all print- and digital text-based materials that will/can be used by students. This template is intended to assist with providing AEM in a timely manner to students who require them.

This template should be replicated for individual students to ensure confidentiality. The information will be essential when completing the [NC Request for Accessible Formats](#), including NIMAC requests, by the PSU designee.

If your team needs guidance or technical assistance, please contact Crystal Patrick, Consultant for Visual Impairment, AEM Cohort Co-Chair, 2020-2025, at Crystal.Patrick@dpi.nc.gov.

Information about the Student

Name of student:

Name of PSU:

Name of school:

Does the student's IEP/504 Plan reflect AEM format as an accommodation? Yes No

Does the student have a Bookshare account? Yes No

Does the student have a Learning Ally account? Yes No

