



EMPIRE STATE
COLLEGE

Application for alternative textbooks

Center: _____ Student: _____ ID: _____

Email address: _____ Date: _____

Documentation of your print disability must be submitted with this application. Documentation must be recent for the diagnosis and, if applicable, include evaluation measures that are adult referenced. Valid documentation is a comprehensive report prepared by the qualified professional who diagnosed the disability that includes the following information:

- Diagnostician’s credentials
- A discussion of the manner used to evaluate the student, including any standardized testing measures and scores obtained
- A statement of diagnosis
- A discussion the diagnosis and the student’s ability to perform major life activities
- Recommendations for reasonable accommodations

Complete the table on the next page with the identifying information of the textbook(s) you are seeking. Please indicate your preferred format:
___ Audio ___ RFBD audio ___ Large print ___ Braille ___ Electronic text file* ___ PDF*

***Please note: We will attempt to obtain electronic text first from the publisher of the textbook. If the title is not available from the publisher, we will scan your copy of the textbook to convert the book to an electronic format.**

Other information to keep in mind:

- Book requests may take as long as **4-6 weeks** to fulfill, depending on the source of the alternative format.
- Students requesting electronic file formats need to submit a receipt or packing list to prove that the titles have been purchased.
- Students purchasing text materials from the Empire State College Online Bookstore and requesting electronic file formats need to ship their books to the Statewide Coordinator of Disability Services in Saratoga to be held for scanning. Books will be shipped to the student once a file has been obtained from the publisher or scanned by the college.
- Texts scanned in Saratoga will be unbound for scanning purposes. All books will be rebound prior to shipment to the student.
- All forms, documentation, and proof of purchase should be sent to the following address. This address should be used for shipment of textbooks as well.

Kelly Hermann, Statewide Coordinator of Disability Services, Empire State College, 111 West Ave., Saratoga Springs, NY 12866

