

Instructional Material Orders

The Standard Operating Procedure (SOP) for LEAs.

For Regular Orders

1. Use the “State Adopted Instructional Resources” repository at <https://go.ncdpi.gov/NCIM> to identify the items needed. Please filter by Grade, Subject, and/or the Publisher for your list of resources. If you need a .pdf version of these resources [click here](#).
2. Make a copy of the form (<https://go.ncdpi.gov/NCIMorder>), fill out the details using the bottom tab labeled “Regular”, and email the completed document to nctextbooks@dpi.nc.gov with the subject line: **“Instructional Material Order”**.
3. Upon receipt of the completed form, order will be created in NCFS.
4. LEA and the Publisher will be informed about the order.
5. The publisher will direct ship the order to LEA.
6. LEA will confirm the receipt of their order and send the payment to NCDPI.
7. NCDPI will make the payment to the publisher.

For Accessible Education Material (AEM) Orders

For students who require accessible formats such as Braille, large print, audio or digital.

According to IDEA, students eligible for files from the National Instructional Materials Access Center* (NIMAC) are those with a documented print disability requiring AEM in their IEP. This may be in accommodations or the consideration of special factors or listed in other areas of the IEP. Students without an IEP are not eligible for NIMAS sourced files; however, they may be eligible for other means of acquiring needed formats from other national, state, or local sources. More comprehensive information on [Accessible Educational Materials](#) can be found on the NC DPI Webpage. A [planning tool](#) has been developed to help teams ensure correct materials are being requested once format(s) have been determined based on the student's need. This planning tool will assist with specific information required for this form. In addition, information on the student's status with the current American Printing House for the Blind (APH) federal quota registry will be helpful in completing this request. **For additional questions or concerns regarding AEM please contact the NC DPI NIMAC State Coordinator, crystal.patrick@dpi.nc.gov**

1. After school personnel have gathered information on the lease complete the planning tool please complete the NC Request for Accessible Formats
2. Once the NC Request for Accessible Formats is completed a copy of the [NCIMorder](#) form will be emailed to the person who requested the material to complete and confirm the shipping address with nctextbooks@dpi.nc.gov
3. Upon receipt of the completed form, an order will be sent to the appropriate vendor.
4. Materials will be shipped to the purchaser at the address provided on the [NCIMorder](#) form.
5. The receiver will acknowledge the receipt of their AEM order by sending an email to NCDPI.

Note: *Braille and large print modified textbooks are very expensive and are property of the NCDPI. These items are loaned on an as needed basis. **All Accessible Education Materials should be returned to NCDPI by June 20th.***