Flowchart for Digital Text 
Ongoing Process: 
When ordering textbooks, LEA should always request that a NIMAS file be created and sent to NIMAC. 
CSE identifies student needed alternative format materials. If it is determined that the student requires 
audio or digital text, LEA checks if student is eligible to access files within NIMAC, or if student is not 
eligible to access files within NIMAC. 
If student is eligible to access files within NIMAC: 
For digital text, go to Bookshare, which is an authorized user of NIMAC. Bookshare will obtain the file. 
For an accessible PDF, check with the publisher. 
If the file cannot be found through any of these sources, LEA should see if the file is available from an 
accessible media producer. If not, check if it is a NIMAS file. If so, request production from Bookshare. If 
not, contract with an accessible media producer to produce the book. 
If student is not eligible to access files within NIMAC: 
LEAs are responsible for providing accessible instructional materials to students with disabilities who 
need them, regardless of whether the students are eligible to use files from NIMAC. The LEA can either 
call the publisher of the book and ask to purchase the appropriate type of accessible file or the LEA can 
obtain permission from the publisher to create/transform existing materials into accessible formats. 
If necessary, LEA can contract with an entity to produce the book in the accessible format required by 
the student.