**Braille Student (Insert Student’s Name)**

**THINGS TO REMEMBER**

1. **Timeline** for submitting materials to teacher/braille clerk (insert name and contact info here of who materials are submitted to) and on the shared folder (we use a network shared folder)
	1. **1 WEEK for Graphics**
		1. Maps
		2. Graphs
		3. Complex Tables
		4. Diagrams
		5. Any projects or labs
	2. **3 Days for Everything Else**
		1. Print only materials
		2. Worksheets without graphics
	3. **Email electronic materials**
		1. If you have it already saved to your computer as a word document, please email to \_\_\_\_\_\_.
		2. If it is a hard copy, either scan and email to \_\_\_\_\_, place in mail box, hand deliver or give to TVI when they make my rounds during your planning.
	4. **Any electronic materials you already have that do not contain graphics can be transferred to Student’s Name through his flash drive to be read on his Braille Notetaker.**
	5. **He has access to the internet through his Braille Notetaker as well as via his laptop using a voice reading software.**
	6. **He can either print, transfer back to you via his flash drive or email for work submission.**
	7. **We CANNOT produce materials given to us the same day it is needed! Please get all materials to us in advance!**
2. **Never assume they can’t do an activity.** It’s my job to figure out how. So, always let me know what is coming up and any concerns you have and we will figure it out!
3. **Be descriptive!** Always describe any last minute things (teaching moments) you are writing or drawing on the board. If you are holding an object and are showing or demonstrating to the class, take the object to him to tactually explore.
4. **Help him to advocate for himself**

**My contact information:**

Insert your contact info here

I’m at the school on these days and times (insert school name and your scheduled time) and will make rounds during your planning to check in.