

Required

Local

Notice

AVAILABILITY OF ALTERNATIVE FORMAT INSTRUCTIONAL

~~_____ MATERIALS USED IN DISTRICT SCHOOLS BY _____~~

The Board of Education recognizes its responsibility to ensure that all the instructional materials used in the district's schools are made available in a usable

~~alternative format for students with disabilities in accordance with their individual~~

5. Notification

Notification shall be given to the appropriate authority in writing, as soon as practicable, but not later than 30 days after the date of the occurrence. The notification shall include the following information:

- (a) The name and address of the person or organization that reported the occurrence.
- (b) The name and address of the person or organization that was notified.
- (c) The date and time of the occurrence.
- (d) The location of the occurrence.
- (e) The nature and extent of the occurrence.
- (f) The name and title of the person who reported the occurrence.
- (g) The name and title of the person who was notified.
- (h) The name and title of the person who investigated the occurrence.
- (i) The name and title of the person who prepared the report.
- (j) The name and title of the person who reviewed the report.
- (k) The name and title of the person who approved the report.
- (l) The name and title of the person who signed the report.
- (m) The name and title of the person who filed the report.
- (n) The name and title of the person who distributed the report.
- (o) The name and title of the person who received the report.
- (p) The name and title of the person who reviewed the report.
- (q) The name and title of the person who approved the report.
- (r) The name and title of the person who signed the report.
- (s) The name and title of the person who filed the report.
- (t) The name and title of the person who distributed the report.
- (u) The name and title of the person who received the report.
- (v) The name and title of the person who reviewed the report.
- (w) The name and title of the person who approved the report.
- (x) The name and title of the person who signed the report.
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- (z) The name and title of the person who distributed the report.

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