**DUNSMUIR JOINT UNION HIGH SCHOOL DISTRICT**

5805 High School Way, Dunsmuir, California 96025

Dunsmuir High School 530.235.4835

Fax: 530-235-2224 Dunsmuirhigh.k12.ca.us

**Dunsmuir Joint Union High School District– Alternative Format Request Plan**

The purpose of this Alternative Format Plan is to meet the needs of students and families as outlined under federal and state law, including the Americans with Disabilities Act (42 U.S.C. § 12101, et.  seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)), discrimination against qualified members of the public participating in public programs based on disability is prohibited. Under these laws, discrimination against qualified members of the public participating in public programs based on disability is prohibited.

Additionally, Dunsmuir Joint Union High School District is committed to ensuring compliance with applicable federal and state laws and regulations by working with our students and families to ensure they receive information regarding programs and services in a format that is relevant to their needs.

Alternative format materials that may be requested free of charge may include, but are not limited to:

* Written material
* Web-based information
* Presentations
* Information shared via phone calls, zoom, webinar or other media sharing platforms, with closed captioning and transcripts available, as needed/requested.
* Sign language
* Braille
* Large print
* Recordings, audio, video presentations
* Electronic File
* Qualified interpreters
* Assistive listening devices

Resources for converting these documents include:

* Closed captioning is easily accessible on video conferencing platforms, as well as audio recordings and transcripts.
* Additionally, text reader software is available for most web-based content, and both PDF and DOCX documents have “reader mode” available.
* Written material can also be provided in enlarged fonts, as needed
* Note takers & qualified interpreters, may be available
* Downloaded CD with audio and/or data file

We are committed to maintaining a reasonable turnaround time, taking into account any deadlines and personal timeline needs of the requester.

If the alternative format provided does not meet the needs of the requester, the requester must communicate directly to:

* Christina Bodenhamer
* 5805 High School Way, Dunsmuir, CA
* 530-235-4834
* cbodenhamer@dunsmuirhigh.k12.ca.us

**Accessibility to Alternative Formats**

The request for alternative format materials can be made by the parent, or can come via the SMAA database. Coordination among them and the Department of Health Services is essential for timely response to fulfill the need for the materials. The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

The specific type of alternative format used will depend on the individual's needs and preferences, as well as the type of information being communicated. The following steps, while not limited to, are typically followed to provide alternative formats for students:

1. A parent, teacher, or healthcare provider submits a request for an alternative format or accommodation to the student's health care plan team.
2. The student is assessed to determine the appropriateness of the request and its potential benefit to the student.
3. The alternative format or accommodation is documented in the student's health care plan (IEP, IFSP, 504, or other).
4. If the alternative format or accommodation requires a tangible object that needs to be purchased, proper authorization for the purchase is obtained, and internal processes are followed to place the corresponding order.
5. If the alternative format or accommodation is a service, such as American Sign Language, the school district has contracts in place to fulfill this accommodation.
6. Once the alternative format or accommodation is obtained, the requesting party is notified, and the product and/or service is delivered to the student. Adequate training is provided if needed.

Upon receiving an alternative format request, The Dunsmuir Joint Union High School District will relay the request to the Department of Health Services will inform Glenn County Office of Education (The LEC for SMAA services for our school district). The requested material will be provided by the Department of health Services to the Dunsmuir High School resource specialist where the student/requester is enrolled, i.e., where the information will be provided to the student.

In addition to the above, when receiving an alternative format request directly and/or as the initial receiver of said alternative format request, via data match output file, Dunsmuir Joint Union High School District will advise that these requests may be reported to DHCS by either the beneficiary, parent, or other authorized representative, through the Alternative Format Selection Application System (AFSA), either via website: [afs.dhcs.ca.gov](file:///\\siberian\faculty\adinges\Documents\MAA\afs.dhcs.ca.gov) , or phone: 1-833-284-0040, by providing the following information:

* First Name
* Last Name
* Date of Birth
* ID/BIC Number

Other information that may be required when reporting alternative format requests through the (AFSA) system:

* Primary Language
* Site or address of the recipient
* Contact Information
* Site/Location where the alternative formatting needs to be provided

The SMAA data match output file will be a vital resource in ascertaining requests for alternative formats. At Dunsmuir Joint Union High School District, the SMAA coordinator will be responsible for providing the alternative format request information to the designated representative through the following process:

* Dunsmuir Joint Union High School District will maintain records in an excel database for students who have requested alternative materials.
* Glenn County Office of Education (the LEC) will request student enrollment data quarterly to determine alternative format information.
* Glenn County Office of Education will notify the Dunsmuir Joint Union High School District via email following these steps:
  + requesting the identity of who the alternative format information will be sent to, and to include the name, phone number, and email address.
  + send the identified person a secure email, with notification that a request for alternative format is attached in a password protected excel document.
* It is the responsibility of Dunsmuir Joint Union High School District to store this data securely and have a plan to ensure the beneficiary, or the parent or other authorized representative receive all documents in the request, for the alternative format type.

Dunsmuir Joint Union High School District committed to maintaining a secure database to track/store alternative format requests for each fiscal year, separated by quarter, with the appropriate alternative format request noted, in order to be subsequently provided for all future communication.

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