



CORNING UNION HIGH SCHOOL DISTRICT

Jared Caylor, Superintendent

Board Members: Larry Glover, James Bingham, Todd Henderson, Cody Lamb, and Tony Turri

Corning 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 federal and state law, which includes 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)), 20 USC Section 1474(e)(3)(B), discrimination against qualified members of the public participating in public programs based on disability is prohibited.

Additionally, Corning 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
- Information shared via Google Meets or Zoom with closed captioning and transcripts available, as needed/requested.
- Sign language
- Braille
- Large print
- Electronic File

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
- Notetakers & qualified interpreters may be available
- Downloaded CD with audio and/or data file

Corning Union High School District is committed to maintaining a reasonable turnaround time, taking into account any deadlines and personal timeline needs of the requester. Turnaround time for the alternative material is dependent on the amount (volume) of material needed. Small volumes of information, which may include less than two pages or less than an hour of presentation may have up to a 48-hour turnaround process. Materials two to five pages and one to

two hours or greater may take up to one week for turnaround. Anything greater than the above amount will depend on the amount of volume submitted.

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

Site Principal
Phone: (530) 824-8001
Fax: (530) 824-8005

Upon receiving an alternative format request, Glenn County Office of Education/ Region 2 LEC will notify both the school district/LEA where the student/requester is enrolled, i.e., where the information will be provided to the student. This notification will be forwarded to the district's designated representative/coordinator to provide the content in the alternative formatting requested, by contacting resources needed to convert the material into the requested information-sharing.

Alternative format requests must be reported to the district by the beneficiary, the parent, or an authorized representative through the Alternative Format Selection Application System (AFSA), either via website 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 Corning Union High School District, the administrative assistant/data analyst will be responsible for providing the alternative format request information to the designated representative for the district through the following process:

- Corning Union High School District will request student enrollment data quarterly to determine alternative format information
- Corning Union High School District will notify LEA via email following these steps:
 - An email will be sent to the district, requesting the LEA to identify who the alternative format information will be sent to and to include the name, phone number, and email address.
 - Corning Union High School District will send the identified person a secure email, with a notification that a request for an alternative format is attached in a password-protected Excel document.
 - Corning Union High School District will then send a second email to the identified person, with the password for the Excel document.
 - The Excel file will be returned to the LEA with the same headers as the enrollment data file, last name, first name, date of birth, and now a new header, "Type of Alternative Format". The type of alternative format will be listed in that column.
- It is the responsibility of the LEA to store this data securely and have a plan to ensure the beneficiary, the parent, or other authorized representative receives all documents in the request, for the alternative

format type.

Corning Union High School District is 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.