Purpose
The purpose of this Alternative Format Plan is to provide information in Alternative Format to individuals with disabilities to have equal access to their school health information and communications.

Background
Under federal and state law including the Americans with Disabilities Act (42 U.S.C. § 12101, et. seq; 28 C.F.R. Part 35 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.

In order to comply with the federal and state laws, iLEAD Schools provides auxiliary aids and services, free of charge, to ensure persons with speech, hearing, and/or vision disabilities can effectively communicate and participate in public programs, services, and/or activities, which includes making program documents available in alternative formats.

Alternative Formats Available
There are several alternative formats available to learners and families to assist with access to school health information and communications. 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.

Alternative Formats available include:
Large print (20-point Arial)
Audio format
Accessible electronic format (such as a data CD)
Braille
Captioning
Closed Captioning
Text-to-speech
Speech-to-Text

The following steps can be taken to request alternative formats:

1. Medi-Cal beneficiaries can put in their request directly online in DHCS' online Alternative Format Selection Application (AFSA) system by providing the beneficiary's name, Benefits Identification Card number, and date of birth.
2. Alternative Format requests can also be submitted to the LEA. Please submit requests to Amber Jones, Director of Student Support - amber.jones@ileadcalifornia.org
3. 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.
4. 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.
5. Once the alternative format or accommodation is obtained, the requesting party will be notified, and the product and/or service will be delivered to the learner.

We will ensure that alternative formats are provided in a timely manner and in a format that is accessible to the individual, without discrimination or exclusion.