

Appendix B-1: Text to Speech/Human Reader Request Form

Directions: The text to speech (TTS) and human reader accommodations for reading passages for the ELA passages and/or text to speech w/ graphics for Science and Social Studies as with all accommodations must be an integral component of the student's daily instruction. **The IEP Team must verify that TTS or Human Reader is provided in the classroom to enable the student access to grade level content.**

Completion Date:			Request is for: (select all that apply) ELA Passages <input type="checkbox"/> Text to Speech <input type="checkbox"/> Human Reader Text to Speech w/ Graphics for: <input type="checkbox"/> Social Studies <input type="checkbox"/> Science <input type="checkbox"/> Biology
Student Name:			
Date of Birth:			
Student ID:			
District:			
Current School:			
Current Grade:			
Test Administration Date: (only 1 box can be checked)	<input type="checkbox"/> Spring 2021 <input type="checkbox"/> Spring 2022 * for IEPs held Spring 2021 and transition students only		
Provide Data/Rationale supporting this Request:			
Spring 2022 admin only:	2022 Grade:	2022 School:	

Answering YES to all the statements below is required to request use of these supports.

There is documented evidence that the student is unable to read grade level instructional materials used by other students at a sufficient rate and with adequate comprehension relative to same age peers.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The student requires specialized formats and routine instructional support including TTS or Human Reader.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The student's IEP/504 Plan includes reading goal(s) and/or braille reading goal(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No
The student receives Accessible Instructional Materials (AIM).	<input type="checkbox"/> Yes <input type="checkbox"/> No

Select the AIM Verification (attach with request): ☐ AIM Group A ☐ AIM Group B

Indicate the area(s) in the IEP where TTS or Human Reader is a documented instructional support.

IEP Date: _____

- ☐ In the Data Considerations (including "Other Factors")
- ☐ In the Statement of Services (top of Goal Pages)
- ☐ As a Condition to the Student's Goal(s)

Signature/Title _____ Date _____

Name (print) _____

Note: This documentation is to be kept in the student's file. **Submit this form through the DOE Help Desk.** (DOE will respond within ten business days. Students may not be administered this accommodation without written approval from DOE. In the case of TTS, DOE will activate this accommodation in TIDE once approval has been granted.)