DEPARTMENT OF EDUCATION

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To ensure that Accessible Instructional Materials (AIM) are provided in a timely manner for eligible students, the Delaware Department of Education has created a centralized service for the creation and distribution of such materials. The Delaware AIM Center will manage the materials acquisition and distribution process for the entire state, alleviating the burden on individual schools and districts to find, procure and, in some cases, produce accessible materials. A Digital Rights Manager (DRM) is a staff member designated by the LEA to request, receive, and track usage of copyrighted accessible instructional materials for students with print disabilities. Schools will not be able to obtain and use AIM materials from the Delaware AIM Center without appointment and certification of a Digital Rights Manager. LEAs may designate more than one staff member to serve in this capacity, but all DRM designees must pass a certification test before they are permitted to order and distribute materials within their designated schools.

The Responsibilities of the DRM

1. Complete all required training
   a. Newly Appointed DRMs: Attend "Accessible Instructional Materials & the Role of the Digital Rights Manager" live webinar training and complete/pass quiz provided by the AIM Center (2.5 hrs.)

NOTE: The following steps must be completed prior to an individual filling the role of a DRM:

(1) The DRM Designation F (this form) must be completed by the LEA Special Education Director, designating the individual(s) to serve as a DRM, and submitted to info@aimdelaware.org.

(2) Upon receipt of the completed DRM Designation Form, the designated individual will be added to the DRM data base in "pending" status and a link to the quiz will be sent.

(3) The "AIM & the Role of the Digital Rights Manager" training must be completed prior to taking the quiz.

(4) Upon completion/passing of the quiz, the designated individual will then be changed from "pending" status to "active" status after which the DRM may begin placing orders.

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   b. Current/Existing DRMs: Complete "Accessible Instructional Materials & the Role of the Digital Rights Manager: Refresher" recorded webinar training and assurance **annually** provided by the AIM Center (1 hr.)
2. Request alternate formats of core instructional materials required by students with print disabilities
3. Confirm that the IEP team has determined that a student is eligible for AIM and has documented print access needs in the IEP
4. Use the Delaware AIM Center website to request alternate formats of materials
5. Receive and log shipments, and disseminate received materials to teachers serving qualifying students
6. Support the district/school by ensuring compliance with copyright requirements
7. Return materials as directed upon completion of use

Digital Rights Manager Designation

With this form, you will identify the person(s) you have selected to serve as Digital Rights Managers.
You must also indicate whether the individual(s) selected will serve as the Digital Rights Manager(s) (DRM) for the full
LEA or at an assigned building(s).

LEA: _____ **Date:** _____

LEA Director/Supervisor of Special Education: _____

*LEA Director/Supervisor of Special Education Signature: _____

   *If the LEA Director/Supervisor of Special Education is being appointed as a DRM, a Superintendent, Assistant
   Superintendent, or Head of School must sign above and indicate his/her role.

Please provide the information below and indicate if the individual will be an LEA or building level DRM. In addition, if
you are removing a previous DRM, or revising information for a current DRM, please note the change below.

DRM Status: Adding DRM   Removing DRM   Revising DRM Information

Level: LEA Level   Building Level

First Name: _____   **Last Name:** _____

Email: _____   **Phone:** _____

Building Assignment(s): _____

DRM Status: Adding DRM   Removing DRM   Revising DRM Information

Level: LEA Level   Building Level

First Name: _____   **Last Name:** _____

Email: _____   **Phone:** _____

Building Assignment(s): _____

10/15/24   ==**Return completed document to the AIM Center (info@aimdelaware.org)**==

Digital Rights Manager Designation

Please provide the information below and indicate if the individual will be an LEA or building level DRM. In addition, if you are removing a previous DRM, or revising information for a current DRM, please note the change below.

DRM Status: Adding DRM   Removing DRM   Revising DRM Information

Level: LEA Level   Building Level

First Name: _____   **Last Name:** _____

Email: _____   **Phone:** _____

Building Assignment(s): _____

DRM Status: Adding DRM   Removing DRM   Revising DRM Information

Level: LEA Level   Building Level

First Name: _____   **Last Name:** _____

Email: _____   **Phone:** _____

Building Assignment(s): _____

DRM Status: Adding DRM   Removing DRM   Revising DRM Information

Level: LEA Level   Building Level

First Name: _____   **Last Name:** _____

Email: _____   **Phone:** _____

Building Assignment(s): _____

DRM Status: Adding DRM   Removing DRM   Revising DRM Information

Level: LEA Level   Building Level

First Name: _____   **Last Name:** _____

Email: _____   **Phone:** _____

Building Assignment(s): _____

Digital Rights Manager Designation

DRM Status: Adding DRM   Removing DRM   Revising DRM Information

Level: LEA Level   Building Level

First Name: _____   **Last Name:** _____

Email: _____   **Phone:** _____

Building Assignment(s): _____

DRM Status: Adding DRM   Removing DRM   Revising DRM Information

Level: LEA Level   Building Level

First Name: _____   **Last Name:** _____

Email: _____   **Phone:** _____

Building Assignment(s): _____

DRM Status: Adding DRM   Removing DRM   Revising DRM Information

Level: LEA Level   Building Level

First Name: _____   **Last Name:** _____

Email: _____   **Phone:** _____

Building Assignment(s): _____

DRM Status: Adding DRM   Removing DRM   Revising DRM Information

Level: LEA Level   Building Level

First Name: _____   **Last Name:** _____

Email: _____   **Phone:** _____

Building Assignment(s): _____

Digital Rights Manager Designation

Please provide the information below and indicate if the individual will be an LEA or building level DRM. In addition, if you are removing a previous DRM, or revising information for a current DRM, please note the change below.

DRM Status: Adding DRM   Removing DRM   Revising DRM Information

Level: LEA Level   Building Level

First Name: _____   **Last Name:** _____

Email: _____   **Phone:** _____

Building Assignment(s): _____

DRM Status: Adding DRM   Removing DRM   Revising DRM Information

Level: LEA Level   Building Level

First Name: _____   **Last Name:** _____

Email: _____   **Phone:** _____

Building Assignment(s): _____

DRM Status: Adding DRM   Removing DRM   Revising DRM Information

Level: LEA Level   Building Level

First Name: _____   **Last Name:** _____

Email: _____   **Phone:** _____

Building Assignment(s): _____

DRM Status: Adding DRM   Removing DRM   Revising DRM Information

Level: LEA Level   Building Level

First Name: _____   **Last Name:** _____

Email: _____   **Phone:** _____

Building Assignment(s): _____