

GIMC Patron Registration

This form is to be used by the Special Education Director to register staff as Patrons with the Georgia Instructional Materials Center. Patrons register students with a print related disability and place orders for accessible instructional materials.

| Designated Patron for Students with a Print Related Disability | | | |
|---|--|--|----------------|
| Name: | | Title: | |
| Contact Information - Mailing Address | | Phone | Fax |
| School: | | Main: | |
| Home: | | Main: | |
| | | Cell: | |
| Check your preferred contact location Address: School Home Phone: School Home Cell | | | |
| <ul style="list-style-type: none"> E-mail addresses enable us to contact patrons for order clarification and to send order acknowledgements. Mailing addresses are needed to send out communications about the GIMC. A home or cell phone number is helpful for staff that travel between schools and to clarify an order during the summer. | | | |
| School Email: | | Home Email: | |
| Designated Patron for Students who are Legally Blind | | | |
| Name: | | Title: | |
| Contact Information - Mailing Address | | Phone | Fax |
| School: | | Main: | |
| Home: | | Main: | |
| | | Cell: | |
| Check your preferred contact location Address: School Home Phone: School Home Cell | | | |
| <ul style="list-style-type: none"> E-mail addresses enable us to contact patrons for order clarification and to send order acknowledgements. Mailing addresses are needed to send out communications about the GIMC and the APH registrations. A home or cell phone number is helpful for staff that travels between schools and to clarify an order during the summer. | | | |
| School Email: | | Home Email: | |
| Patron responsibilities may include: | | | |
| 1. Register students | | 4. Maintain accuracy of student information | |
| 2. Order Materials | | 5. Help the student manage the use and care of materials | |
| 3. Protect student confidentiality and Publishers' rights | | 6. Participate in Training | |
| <ul style="list-style-type: none"> <i>GIMC Materials are for the use of registered students only. Loan period is one school year. Books must be returned at the end of the school year unless a "renewal" of the order has been placed.</i> <i>Larger school systems may contact the GIMC if the number and scope of ordering warrant additional patrons</i> | | | |
| School System Information | | | |
| District Name: | | | |
| Special Education Director | | | |
| Name: | | Signature: | |
| Date: | | Phone: | E-mail: |
| <p>Please call or e-mail the GIMC office if you have any questions or concerns related to patron registration, acquisition of books and materials for students with a print related disability, or other GIMC services. Local: 404-298-3653; Toll-free 1-866-245-1048</p> <p style="text-align: center;"> gimc@doe.k12.ga.us jdowns@doe.k12.ga.us </p> | | | |

Please return this form to:
Georgia Instructional Materials Center
890 N. Indian Creek Drive
Clarkston, GA 30021
Fax: 770-357-8874