

STATE LIBRARY OF LOUISIANA
Talking Books and Braille Library

Instructions for Completing the *Annual Student Listing* Form

Every year, the National Library Service for the Blind and Physically Handicapped (NLS) requires us, The Talking Books and Braille Library (TBBL), to update our list of eligible students for your school.

For us to continue service to your school, please complete the attached *Annual Student Listing* form and list each of your returning students. (If you have a new student, you will also need to fill out a *Certification for Eligible Student* form for him or her.)

This list must include the name and disability of each student who will be using TBBL library services. (*Note: The student's home address is not required. We ask for it so we can offer home service.*)

We appreciate your cooperation in complying with these regulations. **Please follow the instructions below to avoid delays in receiving library service this school year.**

- List student's legal **first** and **last** names. Do **not** use nicknames.
- Identify each student's disability, using the following abbreviations as appropriate. We do not need or want further explanation.
 - **B** (blind)
 - **VI** (visually impaired)
 - **P** (physical disability)
 - **RD** (reading disability)
- List only five students per page. Duplicate the form as necessary.
- A professional member of the school's staff (principal, certified teacher, school librarian, counselor, registered nurse) **must** sign the student listing form. Signatures of nonprofessional or paraprofessional support staff cannot be accepted.
- Students named on the annual student listing form must attend the school requesting service.
- Equipment and books are **checked out to the school**, not the students. All material on loan remains the property of the U.S. Government and the State Library of Louisiana.
- Equipment is charged out to a **specific** school. Please do not move equipment to another school without notifying the TBBL library. If you need more equipment, call TBBL.
- Mail or Fax the completed student listing form to:

State Library of Louisiana
Attention: Children and YA Services - TBBL
701 North 4th Street
Baton Rouge, LA 70802

Fax: 225-342-6817

STATE LIBRARY OF LOUISIANA
Talking Books and Braille Library

Annual Student Listing Form for School Year : _____

Name and Home Address (address is optional) of Student	Disability B, VI, P, RD (see instructions)

TO BE COMPLETED AND CERTIFIED BY PROFESSIONAL EDUCATOR

I certify that the students listed above attend the school named below, are eligible for this free library service, and will be the direct and only recipients of the materials and equipment loaned by the Talking Books and Braille Library (TBBL). **I understand each student must have a *Certification for Eligible Student form on file with TBBL.***

Certifier's Name _____ Title _____

Signature _____ Date _____

Certifier's Email Address _____

Name of **School** _____

School Mailing Address _____

City _____ ZIP _____ School Phone _____

School's Contact Person for TBBL _____

Email Address of Contact Person _____

RETURN FORM TO:

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