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Memorandum

To: Intermediate School District Superintendents and Directors of Special Education, Local Educational Agency Superintendents and Directors of Special Education, Chief Executive Officers of Public School Academies, Teachers and Teacher Consultants of Students with Visual Impairments

From: Jacquelyn J. Thompson, Ph.D., Director
Office of Special Education and Early Intervention Services

Date: June 6, 2003

Subject: Print Shop

The purpose of this memorandum is to inform you of the change in location of the Print Shop that has been operating as a part of the Michigan's Assistive Technology Resource (MATR) grant located in St. Johns, Michigan. In evaluating the services and products that are provided by the Print Shop for students with visual impairment, it has been determined that it would be a better service to districts and students with visual impairment to have the Print Shop operate through the Michigan School for the Blind (MSB) in Flint. MSB already manages the Federal Quota Program, which provides educational materials and books. By merging the Print Shop that is established at MATR into MSB operations, it will ensure that a duplication of activities is not occurring and that a more effective system will be in place to meet Michigan's large print and Braille needs.

The Print Shop will remain housed and operational at MATR through the duration of August 2003. Orders for materials will continue to be processed during the summer months as they have been in the past for Fall text book orders. It is planned that by the middle of September the Print Shop will physically move to its new location at MSB in Flint. As September approaches, there will be more communication to the field regarding changes in contacts for Print Shop orders. If you have any questions, please contact Roxanne Balfour, Quality Assurance Program, Office of Special Education and Early Intervention Services, at (517) 335-0468, or balfourr@michigan.gov or Kathy Brown, Michigan School for the Blind, at (810) 257-1421, or brownk3@michigan.gov.

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