

JORDAN SCHOOL DISTRICT  
Anthony Godfrey, Ed.D., Superintendent of Schools  
West Jordan, Utah

# Intradistrict Communication

DATE: October 1, 2024

TO: Principals  
Special Education Providers

FROM: Lisa Robinson, Administrator of Schools  
Kim Lloyd, Director of Special Education  
Mike Trimmell, Ed.D., Special Education Administrator

SUBJECT: Transcription Services for the Visually Impaired

We have three amazing transcriptionists that support teachers that have students who are visually impaired. Their main role is to transcribe assignments into braille and enlarge text for general education and special education teachers that have visually impaired students in their classrooms.

To be able to support transcription services we ask that assignments be given to the transcriptionists 2 weeks in advance. This is the minimum time needed to transcribe work. Some assignments may take longer depending on the amount of graphics, which require a lot of reproducing and labeling. As an example, a language arts assignment with no graphics may only take 1 to 2 hours to transcribe, where a science or history assignment may take up to 10 hours to transcribe if there are maps or graphics.

The process of transcribing an assignment includes typing the assignment into a braille program, proofreading it, formatting it according to braille rules, embossing it, and then adding tactile graphics and labels if needed. Please note that a due date is also required for the transcriptionists to begin working on the assignment. To provide FAPE, students with visual impairments are guaranteed to have their assignments the same time as the rest of the class, which requires careful planning on both the part of the teacher and the transcriber.

Please contact Suzanne Miller for all braille transcription at [Suzanne.miller@jordandistrict](mailto:Suzanne.miller@jordandistrict) or 801-567-8662.