

Iowa AEAs are pleased to provide Braille transcription services to preK-12 students at no cost to the school. Transcription is provided by Heartland AEA.

The purpose of this doc is to provide information for teachers of visually impaired (TVI) and the IESBVI regarding the statewide Braille transcription services. The AEA Chief Administrators agreed to provide this service statewide in the spring 2023.

This is an introduction to the process for ordering transcription online.

Questions? : brailleservices@iowaaea.org

Quick Q&A

Q. Does the TVI, teacher, or paraprofessional need to place the order online, or can they email or send a paper order form?

A. Online ordering is the new process. We'll be glad to help you through the steps.

Q. What if I need my items partially contracted?

A. Please contact us so we can set up a list of contractions for your student.

Q. I see that I can attach a digital file (Word or PDF) to be transcribed. So how do I get hard copy materials to Heartland AEA?

A. Complete the order online (until you see the Order Confirmation screen) and print a copy, Attach the form to the hard copy material and send to your local AEA.

Q. What if I send a digital file but it's a big order? How are the transcribe materials delivered to my school?

A. The AEA van system will coordinate delivery and your local AEA will deliver to your school.

Q. How can I request assistance?

A. Email us at brailleservices@iowaaea.org

Let's get started.

Using the Google Chrome browser, start at <http://csonline.heartlandaea.org>. You can log in using the same username and password that you use for AEA PD Learning Online (mandatory report and bloodborne pathogens training site).

As you complete the fields on the left, the form is updated.

In the **Special Instructions** section, please indicate if you are sending a hard copy of the materials, when the materials were sent to the AEA, where the materials were sent, and if the files are going to be shared via Google Drive, etc.

Click Add to Cart and preview

Click Add File on the left if you are sending a digital original. If you are sending hard copy material, please continue to the Order Confirmation screen.

Add to Cart

Click the Cart to check out


Select Preferred Date in upper left, then click Save

Click Proceed to Checkout

CART

Preferred Date

FRI August 25 2023 08:00

Products	Quantity	Unit Price	Total
 <div>Braille Transcription Services Form Item Name: Braille Transcription Services Form Item #: 3137</div>	<input type="text" value="1"/>	\$0.00	\$0.00
<div><div>♥ Save for later</div><div>🗑 Remove</div></div>			

Subtotal:

\$0.00

Taxes:

\$0.00

Total:

\$0.00

← CONTINUE SHOPPING

CLEAR CART

PROCEED TO CHECKOUT →

Update information if needed—especially the Preferred Delivery

When you select your school from the drop down menu, the Cust ID field will fill in automatically.

Make sure to save your information to your address book for future orders.

If you would like the finished product sent to someone else, please add this to the Delivery Instruction section.

Save

1

Shipping

2

Payment

3

Finish

Select a shipping address & shipping options

PREFERRED DELIVERY

Please select a shipment type.

Pick-Up at Heartland AEA

ADDRESS

Click "Add from Address Book" to select a building in your district.

Add from Address Book

* First Name:
Susan

* Last Name:
Schrader

* School Building Name:

School Building Address:

* Cust ID (do NOT edit):

* City:

Products

Braille Transcription Services Form

Item Name: Braille Transcription Services Form

Qty	Unit Price	Total
1	\$0.00	\$0.00

Subtotal:

\$0.00

Shipping:

\$0.00

Taxes:

\$0.00


Total:

\$0.00

Click Proceed to Payment

In the PO field, enter No PO.

Click Submit Your Order



1

Shipping

2

Payment

3

Finish

PAYMENT METHOD

Please select a payment type.

☐ Credit Card ☒ PO Number/Bill the School

PO NUMBER

* PO Number:

If you have a PO Number enter it above. If your district does not require a PO number, you have the option to bill the school by entering "Bill school."

Products

Braille Transcription Services Form

Qty	Unit Price	Total
1	\$0.00	\$0.00

SubTotal:

\$0.00

Fee:

\$0.00

Shipping:

\$0.00

Taxes:

\$0.00

Total:

\$0.00

← CONTINUE SHOPPING

SUBMIT YOUR ORDER →

If you are sending hard copies of the materials, please print this order confirmation page to send with your order.

1

Shipping

2

Payment

3

Finish

Order Confirmation

Thank you for your order!

If you chose pick-up at Heartland AEA, please bring a copy of this order confirmation when you come to pick up your order.

Order #
28962

Status:
User approved

Order Date: 7/6/2023 9:53:15 AM CDT
Due Date: 8/25/2023 8:00:00 AM CDT

Order placed by:
Susan Schrader
sschrader@heartlandaea.org
Heartland AEA
United States

Print Shop

Heartland AEA Creative Services
creativeservices@heartlandaea.org
6500 Corporate Drive
Johnston
IA - Iowa
50131
United States
(800) 255-0405

Hours Of Operation

Sun : Closed
Mon-Fri : 8:00 AM-4:30 PM
Sat : Closed

Products

Braille Transcription Services Form

Item Name: Braille Transcription Services Form

Qty	Unit Price	Total
1	\$0.00	\$0.00

Payment Method:

Accounting Codes

Account #
Media Serv Production (3253231110)

Subtotal

\$0.00

Shipping

\$0.00

Taxes

\$0.00

Total

\$0.00

SHIPMENT 1

Pick-Up at Heartland AEA