

Office of Teaching and Learning

# Technology Specifications and Alternative Formats Assurance

## Instructional Materials Review Publisher Submission Guidance

### Purpose and Scope

This guide outlines the mandatory technical requirements for instructional materials submitted for review. Compliance ensures that all digital and print materials are accessible, secure, and compatible with Louisiana’s educational infrastructure. Technology Specifications will be included with the Instructional Materials Review (IMR) review and published on the Louisiana Department of Education (LDOE) website for school system review.

### Submission Requirements

- **Information Level:** Provide data at the **capability or summary level** only.
- **Security Restrictions:** **Do not** include internal network architecture, specific IP addresses, security configurations, or proprietary security controls.
- **Mandatory Prescreen:** The IMR application will **not be reviewed** if the technology specifications and alternative format assurance forms are incomplete.
- **Attestation:** While LDOE verifies completeness, publishers are responsible for the **accuracy** of all provided information.

### Section 1: Required Technical Specifications

Publishers must provide detailed information across eight core categories:

Category	Key Requirements to Disclose
Platform & Access	Delivery format (Web, Native, Learning Management System (LMS) plug-in), hosting model (SaaS vs. school-hosted), and Single Sign-On (SSO) standards (SAML, OAuth, LTI).
Compatibility	Supported device types, minimum/oldest/newest operating system (OS) and browser versions, and mobile responsiveness.
Infrastructure	Internet requirements, per-user bandwidth, required firewall exceptions, and offline functionality limitations.
Integration	Supported LMS/Student Information System (SIS) integrations, rostering standards (OneRoster, API, Ed-Fi), and gradebook sync capabilities.
Data & Privacy	Data elements collected/stored, <a href="#">FERPA/COPPA</a> compliance, encryption standards (TLS 1.2+), and data retention policies.

Category	Key Requirements to Disclose
AI Disclosure	Type of AI used (Generative, Predictive, etc.), human oversight protocols, and whether student data is used for training.
Support	Support hours, methods (email, phone, chat), and implementation assistance.

## Section 2: Alternative Format Assurances

Pursuant to [La RS 17:351.1](#), all materials must ensure access for students with disabilities.

- **Print Materials:** Must be supplied in an electronic format that meets the [National Instructional Materials Access Standards](#) (NIMAS) for conversion to braille or large print.
- **Digital Standards:** Must comply with [WCAG 2.1 Level AA](#).
- **Key Technical Compliance Items:**
  - **Tagged PDFs:** Must include structured headings and alt text for accessibility.
  - **ePUB 3:** Required for reflowable text, especially on mobile devices.
  - **Math/STEM:** Use MathML or LaTeX to ensure compatibility with screen readers.
  - **Interactivity:** **Must be fully keyboard navigable (Flash/Shockwave Flash is not permitted).**

## Mandatory Documentation Checklist

Publishers **must** include the following documents with their submission:

- Completed Technology Specification Form
- Completed Alternative Format Assurance Form

Publishers **must** include **links** to the following documents with their submission:

- Voluntary Product Accessibility Template (VPAT)
- Privacy Policy
- Terms of Service
- Data Privacy Agreement (DPA)