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| **Roles of School Personnel in Delivering AFM to students** | | | | |
| **Contact Teacher** | **AFM Advisor** | **Administrators** | **Assessors** | **Classroom/Subject Teachers** |
| Submit applications annually for students to access to AFM-NL, preferably by May 15th. | Complete & submit AFM advisor application to AFM-NL, preferably by June 1st. | Oversee AFM delivery in school. | Guidance counsellors sign AFM applications to verify student eligibility. | Collaborate with contact teachers, students & AFM advisors throughout the school year to ensure student has access to required resources. |
| Receive & distribute students’ AFM-NL username and password and off-line materials shipped to the school by AFM-NL. | Access a list of students in their school community approved to access AFM-NL repository. | As part of Service Delivery Team, make decisions regarding responsibilities related to AFM delivery in the school. | Educational psychologists assigned to the school can also verify student eligibility. | Collaborate/problem solve with other teachers to ensure student is able to effectively and independently use AFM resources in classroom. |
| Collaborate with classroom/subject teachers and student throughout the school year to determine AFM resources required and ensure access to all required resources. | Add and remove digital AFM resources to student accounts, as required. | Ensure teachers are aware of AFM responsibilities. | For students with hearing loss, the Hearing Itinerant/Teachers of the Deaf or Hard of Hearing must verify student eligibility. | Can be Contact Teachers or AFM Advisors. |
| Provide AFM Advisor with list of resources required by student at the beginning of each school year. Update this list as required throughout the school year. | Collaborate with contact teachers &/or classroom/subject teachers throughout the school year to ensure student has access to required resources. |  | For students with vision loss, the Vision itinerant applies to APSEA for access to AFM. |  |
| Return off-line materials at end of school year or earlier is student has finished using them. |  |  |  |  |
| Help the student learn to access & use AFM resources. |  |  |  |  |
| Ensure student & parents/guardians are informed of copyright restrictions & responsibilities. |  |  |  |  |
| Ensure student and parents/guardians understand how to access AFM resources at home. |  |  |  |  |
| Collaborate/problem solve with classroom/subject teachers to ensure student is able to effectively use AFM resources in classroom. |  |  |  |  |

**\*Note:** The Contact teacher, as well as other teachers involved in AFM delivery for a student may change from one year to the next. It is important that when students transition from grade to grade and school to school, responsibilities regarding AFM delivery are clearly defined and communicated.