

INSTRUCTIONS FOR REGISTRATION OF STUDENTS WHO ARE BLIND AND ENROLLED AS OF JANUARY 2, 2023

REGISTRATION DUE DATE:

Return Registrations no later than
Friday, February 24, 2023

Via secure upload link

Request secure upload link from
aphcensus@wcbvi.k12.wi.us

(Do not send email attachments with PII included.
You must request secure upload link.)

Forms and Letters can be found at <https://www.wcbvi.k12.wi.us/resources/aph/>

Does your district have no APH Eligible students?

Even if you had no students registered in 2022 AND/OR
have no eligible students to add this year, you DO NEED TO
COMPLETE the 2023 APH Census Registration.

E-mail the following to aphcensus@wcbvi.k12.wi.us

- Agency/school district name
- Your name and title
- And "No students to report"

ELIGIBILITY REQUIREMENTS:

In order for students to be registered with the American Printing House for the Blind (APH) as eligible to participate in the Federal Quota Program, they **MUST** meet the requirements as outlined in An Act to Promote the Education of the Blind. Students must:

1. ***Meet the definition of blindness (MDB)*** - a central visual acuity of 20/200 or less (using a Snellen chart or an acuity determined in Snellen equivalents) in the better eye with the best correction or a peripheral field of vision no greater than 20 degrees,
-OR-
Function at the definition of blindness (FDB) - when visual function meets the definition of blindness as determined by an eye care specialist (ophthalmologist or optometrist) or medical doctor such as a neurologist. Students in this category manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral visual impairment (e.g. brain injury or dysfunction). **NOTE:** Educational vision assessments are not acceptable documentation and medical diagnosis are not accepted to verify eligibility.
-OR-
Eligible infants (birth to three) can be registered with a note from their pediatrician, or any eye care specialist, stating they meet the definition of blindness since an actual acuity is impossible to obtain at this age. When the child turns three, a new, official eye report from their eye care specialist, (optometrist/ophthalmologist) must be obtained with acuities or visual fields to determine if they *meet the definition of blindness*, or from their neurologist if they *function at the definition of blindness* as described above.
2. Be enrolled in a formally organized public or private, nonprofit, nonprofit educational program of less than college level and have an Individualized Family Service Plan (IFSP) or an Individualized Education Plan (IEP) under the Individuals with Disabilities Education Act, or other formal written education plan.
3. School-aged, homebound, home schooled, preschool-aged students and infants must be formally enrolled with the registering school or agency **as of the census date: Monday, January 2, 2023.**

The educational programs providing services to these students can include public, private nonprofit, parochial and registered home schools. The federal law limits registration to persons working at less than college level, but places no restriction on the ages of eligible students. Students must have a written education plan.

Eligibility of Students at WSBVI

Eligible students attending Wisconsin School for the Blind and Visually Impaired in Janesville as of January 2, 2023 are reported directly to APH by Wisconsin Center for the Blind and Visually Impaired. Please do not list students who attend WSBVI on school district census forms.

Eligibility of Adults

Eligible adult students who meet the definition of blindness must be registered for at least three months of instruction during the preceding calendar year (an accumulation of twelve weeks) of twenty hours per week in an educational, vocational, or rehabilitative program. The twelve weeks do not need to be consecutive. Social and leisure programs do not qualify as instruction. Adults with previous or current college experience who also attend vocational, or rehabilitation programs as outlined above may be registered in this category.

REQUIRED DOCUMENTATION:

*****The following documents need NOT be submitted to the Department of Public Instruction (DPI) with the 2023 Registration of Blind Students, but MUST be on file at the agency or school where students are attending and be available to DPI and APH for audit purposes:**

- **Parental written consent is required in order to share the necessary information for including each student on the Census. WCBVI will not collect a copy of these FERPA Release of Information (ROI) forms any longer, but any audit done by APH would require that the LEA or agency provide proof of that documentation. The original signed form must be on file in the LEA/agency.** Forms will only need to be signed once per district, unless there is a change in guardianship or LEA, in which case a new form will need to be submitted. Many students already have signed forms, which is indicated on the registration sheet. A blank form is attached to this message. **Only students with parental consent on file at the district will be able to be included on the Census.**
- **A written education plan for every registered student.** This verification that the student is in a formally organized educational program may be an Individualized Education Program (IEP), IFSP, a 504 plan, or other written action plan.
- **A current PI-2015 Ocular Report, or equivalent vision report,** completed by an ophthalmologist, or optometrist or neurologist (in the case of FDB) that verifies the eligibility of every registered student. ***Infants*** can be formally registered with a note from their pediatrician, or any eye care specialist, stating they meet the definition of blindness since an actual acuity is impossible to obtain at this age. Once the student turns three, a new, official eye report from their eye care specialist or neurologist must be on file to determine MDB or FDB. In order to be considered current, **the report must be from from the last three years.** A copy is available at <https://www.wcbvi.k12.wi.us/resources/aph/>
Exemption from the three-year certification of blindness regulation will be granted for students with documented unchangeable eye conditions, such as bilateral enucleations, anophthalmos, or other conditions determined immutable if verified in writing by the ophthalmologist, optometrist, or neurologist.

****Due to the COVID-19 Pandemic, "A waiver will be granted for those students lacking current eye reports for the 2023 APH Federal Quota Census." This means that if you cannot get current eye reports for students who meet the definition of blindness (MDB) or a current doctor's note for students who functional at the definition of blindness (FDB), you may still register the student in the 2023 Federal Quota Census.**

COMPLETING THE REGISTRATION FORM:

1. If your district/agency reported eligible students last year, following the initial APH Census email message the designated staff person will receive a secure email from sft@dpi.wi.gov that contains an Excel file listing previously registered students. **Updates should be made for each student on the line below the 2022 information, and new students added at the bottom. Then enter your name and title, and “yes” certifying the information. Save the file and return it via secure upload link.**
 2. If the student was eligible in 2022, but is no longer eligible or enrolled as of January 2, 2023, please enter "DELETE" in the Notes section for that student and **provide the reason for deletion**—for example; graduated, reached maximum age, no longer meets eligibility requirements, moved out of state, deceased, transferred (provide name of the new school district/agency). **The reason for deletion is important for documentation/follow-up purposes.**
 3. Districts that did not report eligible students last year who have not already indicated they have no students to register will receive a blank registration form to complete to **ADD** new eligible students who attend your school, district or agency to the APH Registry.
 4. **Even if your district/agency had no students registered in 2022 AND/OR have no eligible students to add this year, you DO NEED TO COMPLETE the 2023 APH Census Registration. Email the following information: Agency/school district name, your name and title and “No students to report” to aphcensus@wcbvi.k12.wi.us.**
 5. For new students, remember they must have a signed parental Release of Information form on file at the district/agency. The Release of Information Form is included as a separate attachment, along with the district and parent letter explaining the process. Blank forms and information can be found at <https://www.wcbvi.k12.wi.us/resources/aph/>
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GRADE:

Reporting Code	Grade Placement Categories for Infant, Preschool and School Age Students
IP	Infants: Children younger than preschool age served by infant programs
PS	Preschool Students: Children of preschool age served by preschool programs
KG	Kindergarten Students: Children enrolled in kindergarten classes
01...11	Students of School Age: Determined by state law, in regular academic grades 1 through 12. Please indicate grade placement by using numerals 01 through 11
12+	***New for 2023*** Students who are in grade 12 or are continuing to receive special education services under IDEA until the student turns age 22.
AD	Adult Students: Adults above school age, as determined by state law, in educational programs of less than college level. Students who are age 22 or over on the Census date must be registered as AD, even if enrolled in a high school or below program.
No longer in use	***New for 2023*** You must select from the Reporting Codes listed above to replace the following previous grade placement categories: Note: Grade 12+ replaced grade 12, Academic Non-graded, Functional Curriculum, Transition Student, and Other Registrant beginning with the 2023 census. The above grades do not include any eligible participants over school age of 22 years of age or older.

Functional Level of Vision:

The actual eye report form must be on file at the local school or center where the student is enrolled in the event that an audit requires evidence of the student's visual measurement and should be updated every three years. You will only enter one of two possible codes as the student's functional level of vision.

Reporting Code	Functional Level of Vision
MDB	<u>Meets the definition of blindness</u> (MDB) - a central visual acuity of 20/200 or less (using a Snellen chart or an acuity determined in Snellen equivalents) in the better eye with the best correction or a peripheral field of vision no greater than 20 degrees, <u>or</u> ,
FDB	<u>Functions at the definition of blindness</u> (FDB) - when visual function meets the definition of blindness as determined by an eye care specialist (ophthalmologist or optometrist) or other medical doctor such as a neurologist. Students in this category manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral visual impairment (e.g. brain injury or dysfunction).

PRIMARY INSTRUCTIONAL LANGUAGE OF LEARNER:

Reporting Code	Primary Language <u>used for instruction in the classroom</u>
English	Speaks English within classroom.
Spanish	Speaks Spanish within classroom.
Other	Other languages, please specify e.g. sign language or other spoken language.

PRIMARY READING MEDIUM (PRM):

One primary reading medium is to be entered for each student using the following reporting codes. APH recognizes **only** these codes:

Reporting Code	Primary Reading Medium
V	Visual Readers: Student primarily using print as their instructional media
B	Braille Readers: Students primarily using braille as their instructional media
A	Auditory Readers: Students primarily using a reader or auditory materials as their instructional media
PRE	Prereaders: Infants, preschoolers, or older students working on emergent literacy skills that lay the foundation for future reading
S	***New for 2023*** Symbolic readers: A symbolic reader is one that accesses printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material.
No longer in use	***New for 2023*** You must select from the Reporting Codes listed above to replace the following reading media categories: <u>SN: Symbolic/Non-Reader</u>

SECONDARY READING MEDIUM (SRM) — THIRD/OTHER READING MEDIUM (ORM):

This information is required to be reported for all eligible students so that a more accurate profile of student literacy can be tracked. (The secondary reading medium should **not** be the same as the primary reading medium.) If the student does not have a secondary reading medium or other additional reading medium (for example, a prereader, nonreader, or visual only reader), please enter **NA** (not applicable) on the registration form rather than leaving the space blank.

Reporting Code	Additional Reading Media
V	Visual: Student uses print to some extent
B	Braille: Student uses braille to some extent
A	Auditory: Student uses a reader or auditory materials to some extent
NA	Not Applicable: Nonreader, prereader, or student with NO additional reading medium

Release of Information (ROI):

If the parental release of information is on file at WCBVI as of January 3, 2022, this box will be checked. If the box is not checked, please be sure to obtain this release, and maintain a copy in the local district or agency files, or the student will NOT be included. <https://www.wcbvi.k12.wi.us/resources/aph/>

Ocular Date:

Please indicate the date of the Ocular used to determine APH Quota Eligibility. If the student is exempt from recertification, please include that information as well.

Delete & Reason:

If the student is to be deleted from your Census, please indicate this here, and include the reason for deletion.

Other Notes:

This column is for additional explanatory notes, and to provide additional details (such as twins, name changes, etc). If a student has moved from your district, please indicate here which district they moved to, or “Out of State” if applicable, or unknown.

If you have questions or concerns regarding the APH Parental Consent requirement or the APH Annual Federal Quota Registration Process, please contact aphcensus@wcbvi.k12.wi.us or the Wisconsin Ex Officio Trustees or Trustee assistant at WCBVI:

For WSBVI:

Dan Wenzel, Director

608-758-4925

dan.wenzel@wcbvi.k12.wi.us

For Statewide:

Dawn Soto, Outreach Director

608-758-6145

dawn.soto@wcbvi.k12.wi.us

Census Coordinator:

Amanda Jordan, Admin. Assistant

608-758-6141

amanda.jordan@wcbvi.k12.wi.us

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