



Wisconsin Center for the Blind and Visually Impaired
Wisconsin Department of Public Instruction, Jill K. Underly, PhD, State Superintendent

Dear Parents and Guardians,

The purpose of this letter is to inform you that the Wisconsin Center for the Blind and Visually Impaired (WCBVI) is in the process of completing the *Annual Federal Quota Registration of Blind Students through the American Printing House for the Blind (APH) Federal Quota Program*. This federally funded program provides textbooks, educational aids, and other learning materials for qualifying children with visual impairment and blindness.

In order to be included in the Federal Quota program, eligible students must be registered in an annual census, requiring the exchange of specific personally identifiable student information (PII). This information is only collected to meet the reporting obligations to the U.S. Department of Education, Office of Special Education Programs, and other entities as required by law. The Family Educational Rights and Privacy Act (FERPA) requires your consent to release your child's personally identifiable information for these purposes.

The child's name will be registered, along with other pertinent information including birthdate, school district, grade placement, primary reading medium, and indication of visual function. All PII collected for this registration is confidential and will be protected from unauthorized access or use. Your child's PII will not be shared with any other entities or for any other purpose, unless permitted by state or federal law.

The Federal Quota Census Registration is completed under the supervision of the Ex Officio Trustees (EOT) designated to oversee the Wisconsin APH accounts. The Wisconsin EOTs are Daniel Wenzel, Director of the Wisconsin Center for the Blind and Visually Impaired (WCBVI) and Dawn Soto, Director of WCBVI Outreach. It is the responsibility of these EOTs to submit accurate information to APH in a secure and timely manner.

Your written consent is required in order for district staff to provide this information to APH during the annual Census at the beginning of January. Consent to include your child in the Federal Quota Census allows WCBVI to purchase products and materials from the APH on behalf of your child and other children in our state. You may choose not to provide your consent; however, doing so will mean that fewer Quota funds will be provided to Wisconsin.

Included with this letter is a form for you to sign regarding your child. Please return this to your school district as soon as possible. Forms will only need to be signed once, unless there is a change in guardianship, in which case a new form will need to be submitted.

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:

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