



American Printing House for the Blind (APH) Federal Quota Program

Instructions for Registration of Students who are Blind and Enrolled as of January 1, 2024

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REGISTRATION DUE DATE

Monday, January 1, 2024

Return registrations via secure upload link. Upload link will be included in the secure message you will receive with the Excel file that contains the list of students currently registered in your district. You can also request for a secure upload link by sending an email to aphcensus@wcbvi.k12.wi.us. Please use subject line "Request for Secure Upload Link in your email.

IMPORTANT: Do not send email attachments with PII included. You must request secure upload link.

Forms and letters can be found at the [WCBVI APH Federal Quota Program website](#).

ELIGIBILITY REQUIREMENTS

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. School-aged students including infants, toddlers and preschool students must be enrolled with the registering school or agency on the first Monday in January. The educational programs providing services to these students can include public, private, and parochial schools. Students must:

1. **Eligible infants (birth to three)** can be registered if they are enrolled in a formally organized, regularly scheduled educational or training program and have a written education plan. An individualized family service plan (IFSP) or any other written plan may be used. This includes any child diagnosed with a vision impairment, or suspected of having a vision impairment, with a high probability of resulting in developmental disability. Parent/guardian permissions are required for all students in the birth to three age group.
2. **Eligible School-Aged Children**
Eligible children (preschool through high school) can be registered if they are enrolled in a formally organized, regularly scheduled educational or training program and have a written education plan. An individualized education program (IEP) under the Individuals with Disabilities Education Act-, or any other written education plan may be used.

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 or low vision (e.g. brain injury or dysfunction). **NOTE:** Educational vision assessments are not acceptable documentation and medical diagnosis are not accepted to verify eligibility.

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. **Eligible Homebound Students**

Eligible homebound students can be registered if they are enrolled in a formally organized, regularly scheduled educational or training program, have a written education plan and parent/guardian permission.

4. **Eligible Home-Schooled Students**

For students who are blind and visually impaired and are home schooled to prove eligible for registration in the Federal Quota Program, the home school program should meet the guidelines and/or procedures in effect within each individual state. Students must have a written education plan and a parent/guardian permission.

5. **Eligible Students at WSBVI**

Eligible students attending Wisconsin School for the Blind and Visually Impaired in Janesville as of January 1, 2024, 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.**

NOTE: Students served under the following federal programs are not eligible for the federal quota program administered by APH: Military Base schools under the Department of Defense Education Agency and Reservation Schools under the Bureau of Indian Affairs.

REQUIRED DOCUMENTATION

IMPORTANT: Please DO NOT submit the following documents to the Department of Public Instruction (DPI) with the 2024 Registration of Blind Students. **These documents MUST be on file at the agency or school where students are attending and be available to DPI and APH for audit purposes:**

1. **Parent/guardian permission forms** are required for all students in preschool through their eighteenth birthday. If the child has a guardian, a parent/legal guardian permission is still required no matter the age. WCBVI will not collect a copy of these parent/guardian permission forms, but any audit done by APH would require that the Local Educational Agency (LEA) or

agency provide proof of that documentation. The original signed form must be on file in the LEA/agency. If there is a change in guardianship or LEA, the new LEA or agency will be required to collect a new parent/guardian permission form and keep on file at the local level. **The designee will verify that the parent/guardian permission form is on file when they register eligible students.**

2. **A written education plan for every registered student.** This verification that the student is in a formally organized educational program may be an Individualized Family Service Plan (IFSP), Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA), a 504 Plan, or any other written education plan.
3. **As of the 2023 Census and for the 2024 Census, the requirement for an eye report (MDB) or a doctor's note (FDB) has been waived for this federal program per APH President Craig Meador. However, while the medical report is not necessary, it is still your responsibility to ensure students qualify as Meets the Definition of Blindness (MDB) or Functions at the Definition of Blindness (FDB) and therefore an initial eye report or doctor's note could be helpful in case of an audit.** In previous years in Wisconsin, many designees have utilized the [PI-2015 Ocular Report](#), or equivalent vision report, completed by an ophthalmologist, or optometrist (in the case of MDB) or neurologist (in the case of FDB) that verifies the eligibility of registered students to assist them in determining that students will qualify.

NOTE: Educational vision assessments are not acceptable documentation to verify eligibility.

COMPLETING THE REGISTRATION FORM

1. If your district/agency reported eligible students last year:

STEP 1. The district/agency and designee will receive the Census packet, including instructions, through the APH Census email.

STEP 2. The designee will receive a secure email from sft@dpi.wi.gov that contains an Excel file that has the list of previously registered students. The designee will use this Excel file to update information on currently registered students and to add new students. This email will also include an upload link that the designee will use to return completed registrations.

STEP 3. Updating the Excel file (registration form). Updates should be made on the line below the 2023 information for each student. Please pay

close attention to the following fields and ensure that the information provided for each student is accurate:

- i. Grade – Grade Level Code (required field)
- ii. Language- Primary language used for instruction in the classroom (required field)
- iii. PRM - Primary reading medium (required field)
- iv. SRM - Secondary reading medium (required field)
- v. ORM Other (or third) reading medium (optional field which defaults to N/A)

New students should be added at the bottom.

STEP 4. Certifying the file. There is an instructions section at the bottom of the spreadsheet where the designee will type in their name and title, and “yes” certifying the information.

STEP 5. Saving and returning the file. Completed registration forms should be saved and returned via secure upload link that was included in the secure email sent to designees. Secure upload link can also be requested from aphcensus@wcbvi.k12.wi.us. Please use subject line “Request for Secure Upload Link” in your email. Instructions on how to securely upload link is included in the Census packet.

IMPORTANT: Do not send email attachments with PII included. You must request secure upload link.

2. If the student was eligible in 2023, but is no longer eligible or enrolled as of January 1, 2024, please enter "DELETE" in the Delete and Reason Column 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 their school, district, or agency to the APH Federal Quota Census.
4. **If your district/agency had no students registered in 2023 AND/OR have no eligible students to add this year, this will show as “No” on question number 2 in the APH Census Designee form that LEAs and agencies completed. We will follow up with you in an email if we need more information.**
5. **New students must have a signed parent/legal guardian permission form on file at the district/agency.** The parent/legal guardian permission form is included

as a separate attachment, along with the district and parent letter explaining the process. Blank forms and information can also be found at [WCBVI APH Federal Quota Program Website](#).

DESCRIPTION OF EACH COLUMN IN THE EXCEL FILE (REGISTRATION FORM)

GRADE:

Reporting Code	Grade Placement Categories for Infant, Preschool and School Age Students
IP	Infants: Children birth to three years of 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 11. Please indicate grade placement by using numerals 01 through 11
12+	Students who are in grade 12 or are continuing to receive special education services under IDEA until the student turns age 22.

FUNCTIONAL LEVEL OF VISION:

The actual eye report form must be on file at the local school or center where the student is enrolled if an audit requires evidence of the student’s visual status. You will only enter one of the two possible codes below as the student’s functional level of vision.

Reporting Code	Functional Level of Vision
MDB	<u>Meets the definition of blindness (MDB)</u> - 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 (FDB)</u> - 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 (EN)	Speaks English within classroom.
Spanish (SP)	Speaks Spanish within classroom.
Other (OT)	Languages other than English and Spanish used for instruction and submitted to you when you gather your data: e.g., French, ESL, etc.

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	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.

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: Symbolic, prereaders, or students with no additional reading media may fall under NA. Symbolic readers default to NA in their secondary reading medium.

PARENT/GUARDIAN PERMISSION:

If the parent/guardian permission form is on file in your school/agency as of January 1, 2024, indicate “yes.”

IMPORTANT: If this column is left blank, we will assume the parent/guardian permission form is not on file in your district/agency and the student will NOT be included in the APH Federal Quota Census. Forms and letters can be found at the [WCBVI APH Federal Quota Program website](#).

DELETE & REASON

If the student is to be deleted from your Census, please indicate this in the Delete and Reason column, 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.