

Consent to Release Student Information to the American Printing House for the Blind (APH) for Registration in the Federal Quota Program

Dear Parents and Guardians,

*District/Agency

The purpose of this letter is to inform you that _____ is in the process of completing the annual APH Registry of students with legal blindness and visual impairment through the Federal Quota Program. This federally funded program provides textbooks, educational aids, and other learning materials for qualifying children with visual impairment at no cost to school districts/agencies.

In order to be included in the Federal Quota Program, eligible students must be registered in an annual census requiring the exchange of the student's personally identifiable information (PII) with APH. The Federal Quota registration is completed under the supervision of the Ex Officio Trustee (EOT) designated to oversee their respective APH accounts. It is therefore the responsibility of the EOT to collect and subsequently submit accurate information yearly on each student to confirm eligibility with APH in Louisville, KY.

Your written consent is required in order for the EOT to provide this information to APH. Consent to provide PII and include your child in the Federal Quota registration allows the EOT for the Missouri Department of Elementary and Secondary Education (DESE) to purchase products and materials from APH on behalf of your child using funds from this federal program. You may choose not to provide your consent; however, doing so will mean that funds from the Federal Quota Fund will not be available to provide no cost materials for your student.

Information is collected to meet the reporting obligations to the U.S. Department of Education, Office of Special Education programs (OSEP), and other entities as required by law. The Family Educational Rights and Privacy Act (FERPA) requires your consent to release your child's PII for these purposes. All PII collected for this registration is confidential and will be protected in a secure manner from unauthorized access or use. Your child's PII will not be shared with any other entities or for any other purposes, unless permitted by state or federal law.

The PII authorized to be exchanged/shared with APH in Louisville KY includes:

- Student's legal name
- Date of birth
- Visual function (e.g., visual acuity, visual field, Functions at the Definition of Blindness, combination of functions)
- School district or agency
- Grade placement
- Primary and secondary reading medium
- Language use for instruction

In addition, the Missouri Ex Officio Trustee for APH requires confirmation of the following non-identifiable information to corroborate documentation and eligibility:

- Confirmation of a written education plan (e.g., Individualized Education Program (IEP), individualized Family Service Plan (IFSP), 504)
- Indication of the existence of current vision assessment(s), (e.g., functional vision assessment, learning media assessment, low vision assessment)
- Indication of hearing loss to assess which districts/agencies need resources related to the Deafblind Technical Assistance Project at Missouri School for the Blind

The above documentation is to be maintained at the district/agency level as proof of eligibility in the event of a federal audit; actual documents need not be shared with the EOT unless requested.

If you have questions or concerns regarding the annual Federal Quota registration process, please contact your Special Education Director or Gabrielle Borders, the APH Ex Officio Trustee for the Missouri Department of Elementary and Secondary Education (Phone 314-633-1551; email gabrielle.borders@msb.dese.mo.gov).

* "Districts/Agencies" include all Local education Agencies, State Education Agencies, private, Charter, and Home Schools