

# Quick Start Guide for 2014 APH Registration of Legally Blind Students for Federal Quota Funds

- ✓ Review the eligibility guidelines and required documentation contained in the attached instructions.
- ✓ When reviewing your caseload, in addition to K-12 students, consider students in the pre-school/early childhood special education program and students with multiple disabilities including legal blindness who may not be reported for Child Count purposes as visually impaired/blind.

## **No Student to Report**

*If you have determined that, you do not have a student with legal blindness to report, then:*

1. Pull out the blue form from this registration packet
2. Print the name of your district/agency
3. Check the box near the top of the form indicating “no student to report”
4. Complete, sign, and date the back of the form
5. Return the completed registration form to Yvonne Ali by February 1<sup>st</sup> (see address below)

## **To Add a Student to the Registry**

**NOTE:** *Several reporting codes have changed. Refer to the instructions while completing the registry.*

1. Pull out the blue form(s) from this registration packet.
2. Read and refer to the instructions for details on how to complete each data field.
3. If you have a form with student(s) that were registered last year, consider this your 2014 Preliminary Registry:
  - Review the student(s) on this list to determine continuing eligibility
  - **You must update all data fields using the new codes as appropriate.** For example, the reporting code for language has changed. If you used “NA” as the language code last year, you will have to change it to one of the other language codes.
  - If a student on the Preliminary Registry is no longer in your district/agency or no longer qualifies, mark “delete” and note why he/she is not registered for 2014 (e.g., “no longer qualifies”, “moved out of state”, “moved to ABC School District”, “moved to unknown”, “graduated”, etc).
4. Add any new student(s) on the form by completing all data fields. Reminder:
  - Be sure to include eligible students enrolled in your pre-school/early childhood programs.
  - A student who has a multiple disability that includes legal blindness and may not be reported for Child Count purposes as visually impaired/blind can and should be included on this registry.
5. Complete, sign, and date the back of the form

### **Direct Questions and Return Completed Form by February 1<sup>st</sup> to:**

Yvonne Ali; Missouri School for the Blind

3815 Magnolia Avenue; St. Louis, MO 63110

Phone: 314-776-4320 ext. 3256; Fax: 314-773-3762; Email: [Yvonne.Ali@msb.dese.mo.gov](mailto:Yvonne.Ali@msb.dese.mo.gov)

# Instructions

## 2014 APH Registration of Legally Blind Students for Federal Quota Funds

Enrolled as of: Monday, January 6, 2014

Deadline for Return of Registration Form: February 1<sup>st</sup>

### Statement of Confidentiality

All personally, identifiable data collected for this registration will be considered confidential and treated as such. The MO Instructional Resource Center at the Missouri School for the Blind collects this information and submits it to the American Printing House for the Blind to generate federal funding for educational materials.

The person responsible for completing this Registry is strongly advised to read the following instructions in entirety before completing the registration form since there are several changes this year.

## General Information

### Definition, Purpose, and Authority for Data Collection

The annual Registration of Students who are Legally Blind is the count of eligible students in each local education agency (LEA) in the State of Missouri on the first Monday in January. **The “as of date” for 2014 is Monday, January 6, 2014.** The LEAs can be public schools, including charter schools, private or parochial schools, home schools, or agencies serving homebound or residential students. Students enrolled at the Missouri School for the Blind on January 6, 2014 will be placed on the MSB registry and not on the LEA registry.

This registration serves the following purpose:

- › Generates federal funds for educational materials from the American Printing House (APH) for the Blind Federal Quota Program.  
**Reference: Section 101-106, 20 United States Code Annotated**

### District/Agency Responsibility

- › Each LEA must provide accurate data on each student with legal blindness enrolled in their district or agency as of January 6, 2014
- › Each LEA must complete the registration form with a signature of the Superintendent, Special Education Director, or designee and return by mail or fax by February 1<sup>st</sup>, to Yvonne Ali, Missouri School f/t Blind, 3815 Magnolia Ave, St Louis, MO 63110 (fax: 314-773-3762).
- › Each LEA must retain a copy of the eye or medical report in the student file of those included on the registry in case of an audit.

## Who to Register - Eligibility for Federal Quota Registration

To be eligible for registration in the Federal Quota Program a student **MUST** meet the following criteria, as outlined in the **Act to Promote the Education of the Blind**:

- Meet the definition of legal blindness:  
"central visual acuity of 20/200 or less in the better eye with best correction or a peripheral field of vision no greater than 20 degrees" or
- Functions at the definition of blindness (FDB):  
"When visual functioning is reduced by a brain injury or dysfunction and visual acuity is not possible to determine using the Snellen chart"
- Be enrolled in a formally organized public, private, or non-profit educational program of less than college level. Note: The educational programs providing services to these students can include public, charter, private, and parochial schools.
- Be enrolled with the registering school or agency on Monday, January 6, 2014.

**Please Note:** Students with multiple disabilities including legal blindness can and should be listed on the APH Registry for Federal Quota Funds even if they may not be reported for Child Count purposes as visually impaired/blind.

## Eligibility of Infants, Preschool Children, and Homebound Students

Eligible infants, preschool children, and homebound students can be registered if they are enrolled in a formally organized, regularly scheduled educational or training program and have a written education plan.

## Eligibility of Students Who Are Home Schooled

In order for blind students enrolled in home school programs to prove eligibility for registration in Federal Quota Program, the home school program should meet guidelines and/or procedures in effect within the state.

## Eligibility of Adults

There is NO chronological age limit for eligibility. Eligible adult students are those who meet the definition of blindness and who are enrolled in instructional programs, at less than college level, for 20 hours per week. Social and leisure programs do not qualify as instructions. However, student practice to develop skills can be included in instructional hours. Registration can be determined by the number of students enrolled throughout the previous calendar year for at least three months of instruction (an accumulation of 12 weeks).

# Required Documentation

The following documents for each registered student must be on file with the local agency or school in the event that an audit requires evidence of the student's educational program or visual acuity. Do **not** submit these to APH **nor** to the Missouri Instructional Resource Center.

- **Written Education Plan** to verify that the student is in a formally organized educational program. It may be an IEP, IFSP, 504, or any other written action plan.
- **Current Eye Report** by an ophthalmologist or optometrist must be on file where the student is enrolled. A report from an eye care specialist or medical doctor is acceptable for students classified as "Functions at the Definition of Blindness". The report must be current within three years. **Exemption from the current eye report regulation:** Exceptions include students who are totally blind, whose eyes have been enucleated, or who have proven, non-changing eye conditions

# Completing the Registration Form

## If You Do Not Have a Student to Report

Print the name of your district/agency, check the box located near the top of the form, complete the back of the form, sign, and return it to Yvonne Ali (contact information is on page 6).

## Adding a Student to the Registry

This registration packet contains a blank registration form. If your district or agency registered students in 2013, a list of those students with their registration data is also attached for your convenience. Use these forms to compile the list of students to be included on the registry for 2014. Complete all data fields. *Be sure to include eligible students enrolled in your early childhood programs and those who have multiple disabilities that include legal blindness.*

If a student listed is no longer in your district/agency or no longer qualifies, mark "delete: and note why he/she is not registered (e.g., "no longer qualifies", "moved out of state", "moved to ABC School District", "moved to unknown", "graduated", etc.).

## For each eligible student, the following data **MUST** be reported:

- *Name of the school district, charter/parochial/private school, or agency enrolling the student*
- *Name of student*
- *Date of birth*
- *Grade placement (reporting codes listed below)*
- *Measurement of vision in right and left eye (reporting codes listed below)*
- *Primary language used for instruction (reporting codes listed below)*
- *Primary reading medium (reporting codes listed below)*
- *Secondary reading medium (reporting codes listed below)*
- *Any additional reading medium (reporting codes listed below)*

**For each eligible student, the following data is not required to receive Federal Quota Funds but is required to assist in program development:**

- *Missouri Student Information System (MOSIS) Number* (aka “State ID Number” applies to public schools only)
- *Near Vision Measurement*
- *Assessments* (reporting codes listed below)
- *County* where the school district, charter or private school, or agency is located
- *Vision Services* (may include direct service or consultation)

**Grade Placement**

*Use the appropriate reporting code for grade placement from the choices below:*

<b>Reporting Code</b>	<b>Definition of Student Placement Categories</b>
<b>IP</b>	<b>Infants:</b> Child under 3 years of age on January 6, 2014 served through an IFSP
<b>PS</b>	<b>Preschool:</b> Child (3 years of age or older) of preschool age served by early childhood or pre-kindergarten programs
<b>KG</b>	<b>Kindergarten:</b> Child enrolled in kindergarten
<b>01-12</b>	<b>Student of School Age in regular academic grades 01 through 12;</b> list the current grade placement
<b>AN</b>	<b>Academic Non-graded:</b> Student of school age who is working to acquire skills necessary for placement in a regular grade
<b>FC</b>	<b>Functional Curriculum Student:</b> Student of school age working toward a graduation certificate or non-traditional diploma
<b>TR</b>	<b>Transition Student:</b> Student of school age in a secondary instructional program designed to supplement the traditional academic curriculum (could include a post-graduate program at less than college level).
<b>OR</b>	<b>Other Registrant:</b> Student of school age who does not fall into any of the above placements (e.g., student enrolled in classes for non-academic students)
<b>AD</b>	<b>Adult:</b> Adult over 21 years of age in educational programs of less than college level

**Measurement of Distance Vision with Correction**

- Vision measurements performed by an ophthalmologist or optometrist must be indicated for each student. Report the visual measurements using **only the codes listed below**.
- Visual measurements must be current (within three years). A reasonable exception will be made for persons who are totally blind, whose eyes have been enucleated, or who have proven non-changing eye conditions
- Measurements should be stated in terms of distance on the Snellen chart whenever possible. If the eye measurements are determined on an eye chart other than Snellen and measures in the range of 20/101 to 20/199, please report this student.
- Even in the case of a non-communicative or non-responsive student, there must be verification that the student meets the definition of blindness. An eye report may characterize the visual response as “blinks to light” (BTL), “fixes and follows” (F&F), “central steady maintained” (CSM), or some variation of these descriptors.
- “Functions at the Definition of Blindness” (FDB) is a category indicating blindness due to brain injury or dysfunction as determined by an eye care specialist (ophthalmologist or optometrist), neurologist, or other medical doctor. Students in this category may manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral visual impairment.
- Diseases of the eye and eye conditions are **NOT** acceptable reporting codes.
- Should you need assistance interpreting an eye report, contact Yvonne Ali ([Yvonne.Ali@msb.dese.mo.gov](mailto:Yvonne.Ali@msb.dese.mo.gov) or (314-776-4320, ext 3256)

## Visual Measurement of the Left and Right Eyes

*A separate measurement must be listed for each eye. Use only the following codes for reporting visual acuity.*

For example <b>20/400</b>	<b>Distance vision</b> of 20/200 or less with maximum correction using the Snellen Chart; or, if the eye measurements are determined on an eye chart other than Snellen and measures in the range of 20/101 to 20/199, report this student as legally blind
For example <b>VF20</b>	<b>Visual field</b> of 20 degrees or less (Add the degree of restriction after the <b>VF</b> code, for example: VF20)
<b>CF</b>	<b>Counts Fingers:</b> Use only when an eye specialist finds it is not possible to use the Snellen Chart.
<b>FDB</b>	<b>Functions at the Definition of Blindness:</b> Use when visual function is reduced by a brain injury or dysfunction and visual acuity is not possible to determine using the Snellen Chart. Students in this category may manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral visual impairment (CVI) and this code can be used for students with CVI if the eye care specialist (ophthalmologist or optometrist), neurologist, or other medical doctor indicates legal blindness due to CVI.
<b>HM</b>	<b>Hand Movements:</b> Use only when an eye specialist finds it is not possible to use the Snellen Chart. This may be noted on the eye report as F&F (fixes and follows) or some variation of this descriptor.
<b>OP</b>	<b>Object Perception -</b> Use only when an eye specialist finds it is not possible to use the Snellen Chart. This may be noted on the eye report as CSM (central steady maintained if an object is used in testing) or some variation of this descriptor.
<b>LP</b>	<b>Light Perception only or perceives and localizes light –</b> This may be noted on eye report as LPP (light perception with projection), BTL (blinks to light) or CSM (central steady maintained if light is used in testing). If CSM is reported but the stimulus used in testing is not indicated, use Light Perception as the eye measurement.
<b>NIL</b>	<b>Totally Blind</b> with no light perception.

### Near Vision Available

*Mark “Yes” or “No” to indicate whether a measure of near vision acuity is included in the eye report.*

### Primary Language

*Please list the primary language used for instruction in the classroom. The only codes that can be used are:*

- **English (EN)**
- **Spanish (SP)**
- **Other (OT)** (languages other than English and Spanish, e.g. French, ESL, ASL, etc.)

### Primary Reading Medium

*Use the code for the reading format most often used by the student.*

<b>RP</b>	Regular Print with no enlargement
<b>LT</b>	Large Print hardcopy
<b>EL</b>	Large Print via electronic screen enlargement software or a CCTV as an aid to read print
<b>DV</b>	The use of Optical Devices that may be used with regular print as an aid to reading print
<b>B</b>	Braille
<b>A</b>	Auditory (student uses a reader or auditory materials)
<b>P</b>	Pre-Reader to indicate that the student is working towards a readiness level and can include infants, preschoolers, or older students with a reading potential
<b>N-R</b>	Non-Reader to indicate a student who shows no reading potential or who does not fall into any of the above categories. This code may be used for students with severe and profound disabilities who do not read but use objects, pictures, or specially designed tactual communication symbols.

## Secondary & Additional Reading Medium

- **Secondary Reading Medium** is the reading format used by the student to some extent as a second choice.
- **Additional Reading Medium** is a reading format beyond the primary and secondary mediums that is used by the student some of the time.

<b>RP</b>	Regular Print with no enlargement
<b>EL</b>	Large Print via electronic screen enlargement software or a CCTV as an aid to read print
<b>LT</b>	Large Print hardcopy
<b>DV</b>	The use of Optical Devices that may be used with regular print as an aid to reading print
<b>B</b>	Braille
<b>A</b>	Auditory
<b>NA</b>	No Additional Reading Media

## Assessments

Mark "Yes" or "No" for each assessment that has been performed for a student

<b>LVA</b>	<b>Clinical Low Vision Evaluation:</b> an assessment of visual functioning that is conducted by an optometrist or ophthalmologist who specializes in low vision and includes tasks to identify whether an individual could benefit from the use of optical devices (reading glasses, magnifiers) or services (instruction in the use of devices).
<b>FVA</b>	<b>Functional Vision Assessment:</b> An FVA is intended to identify a student's present level of visual performance and highlight the educational implications of the student's particular vision loss.
<b>LMA</b>	<b>Learning Media Assessment:</b> an objective process of systematically selecting learning and literacy media for students with visual impairments

## Vision Services

Mark "Yes" or "No" to indicate whether a student receives services from a teacher certificated in the education of students who are visually impaired. Vision services may include direct service or consultation.

## Sign the Form and Provide Contact Information

(On the back of the Registration Form)

The Superintendent, Director of Special Education, or other designee must sign and date the back of the registration form to certify that the information provided is accurate and fully documented. Complete all contact information.

### Return Completed Form by February 1, 2014 to:

Yvonne Ali

Missouri School for the Blind

3815 Magnolia Avenue

St. Louis, MO 63110

Phone: 314-776-4320 ext. 3256; Fax: 314-773-3762; Email: [Yvonne.Ali@msb.dese.mo.gov](mailto:Yvonne.Ali@msb.dese.mo.gov)