

Quick Start Guide for 2023 Registration of Legally Blind Students

- ✓ Birth to 2 registration instructions and form can be found on the MIRC website
 - (<https://msb.dese.mo.gov/outreach-services/mirc.html>)
- ✓ Read our General Information page in this packet to learn more about the responsibility of LEAs
- ✓ For additional information on the Federal Quota Program, see:

[About Federal Quota](https://www.aph.org/about-federal-quota/)



<https://www.aph.org/about-federal-quota/>

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 2023 REGISTRATION FORM from this registration packet
2. Print the name of your district/agency AND county
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 Gabrielle Borders by February 1st, 2023 (see address below)

To Add a New Student to the Registry

- Pull out the 2023 REGISTRATION FORM from this registration packet.
- Refer to the INSTRUCTIONS FOR 2023 REGISTRATION instructions for details on how to complete each data field.
- If you have an enclosed prepared PREVIOUSLY ENROLLED STUDENTS FORM with registered student(s) from last year:
 - Review the student(s) on this list to determine continuing eligibility and check accuracy of information.

- **Update all data fields using the codes specified. MAKE SURE YOU NOTE THE NEW CODES FOR 2023. Mark edits clearly on PREVIOUSLY ENROLLED STUDENTS FORM in space provided.**
- If a student on the preregistered form is no longer in your district/agency or no longer qualifies, mark “delete” and note why he/she is not to be registered for 2023 (e.g., “no longer qualifies”, “moved out of state”, “moved to ABC School District”, “moved to unknown”, “graduated”, deceased, etc.).
- Secure Parental/Guardian Permission for the Release of Information (ROI) – a signed form remains in effect as long as the student is registered in your district or until a written revocation is provide by the parent/guardian. Only newly registered students require districts to have an ROI in your district file
- 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.
 - Be sure to include students with multiple disabilities that are legally blind
- Complete, sign, and date the back of the form.

Direct Questions and Return Completed Form by February 1st, 2023 to:

Gabrielle Borders; Missouri School for the Blind

3815 Magnolia Avenue; St. Louis, MO 63110

Phone: 314-633-1551; Email: Gabrielle.Borders@msb.dese.mo.gov

INSTRUCTIONS FOR 2023 REGISTRATION

Enrolled as of: Monday, January 2nd, 2023

Deadline for the Submission of the Registration Form: February 1st, 2023

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.

1. If You Do Not Have a Student to Report

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

1. Pull out the 2023 REGISTRATION FORM from this registration packet
2. Print the name of your district/agency AND county
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 Gabrielle Borders by February 1st, 2023 (see address below)

2. Adding a Student to the Registry

Complete all data fields on the 2023 REGISTRATION FORM. *Be sure to include eligible students enrolled in your early childhood programs and those who have multiple disabilities who are legally blind*

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”).

For each eligible student, the following data MUST be reported on 2023 REGISTRATION FORM:

- *Name of the school district, charter/parochial/private school, or agency registering the student and county*
 - *Name of student*
1. *Release of Information (ROI) (indicate on file with district, yes or no)*
 2. *Date of birth*
 3. *Grade placement (see CODES below)*
 4. *Measurement of vision in right and left eye (see CODES below)*
 5. *Primary language used for instruction (see CODES below)*
 6. *Primary reading medium (see CODES below)*
Secondary reading medium (see CODES below)
Any additional reading medium (see CODES below)

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

7. *Low Vision Assessment (LVA) completed. (Indicate yes or no)*

Functional Vision Assessment (FVA) completed (indicate yes or no)

8. *Vision Services (Indicate yes or no to report if a student receives services from a Teacher of the Visually Impaired. Vision services may include direct service or consultation).*

3. Previously Enrolled Students

If you have an enclosed PREVIOUSLY ENROLLED STUDENTS FORM with registered student(s) from last year:

- Review the student(s) on this list to determine continuing eligibility and check accuracy of information.
- **Update all data fields using the codes specified. MAKE SURE YOU NOTE THE NEW CODES FOR 2023. Mark edits clearly on PREVIOUSLY ENROLLED STUDENTS FORM in space provided.**

CODES

#3 Grade Placement

IP- Infants: Children under 3 years of age served by infant programs

PS-Preschool: Children (3 years of age or older) of preschool age served by Pre-K programs

KG- Children enrolled in kindergarten classes

1-11-Determined by state law, in regular academic grades 1 through 11; list the current grade placement

12+: Students who are in grade 12 or students who are continuing to receive special education services under IDEA until the student turns age 22 (new code 2023)

#4 Measurement of Vision in Right and Left Eyes

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

For example 20/400	Distance vision of 20/200 or less with maximum correction using the Snellen Chart or Snellen equivalent; 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 VF20	Visual field of 20 degrees or less (Add the degree of restriction after the VF code, for example: VF20)
CF	Counts Fingers: Should be used only when an eye specialist finds it is not possible to use the Snellen Chart.
FDB	Functions at the Definition of Blindness: Use when visual functioning is reduced by a brain injury or dysfunction and visual function meets the definition of blindness as determined by an eye care specialist or other medical doctor such as a neurologist. Students in this category may manifest unique visual characteristics often found in conditions referred to as neurological,

	cortical, or cerebral visual impairment (CVI). This code can be used for students with CVI if the eye care specialist medical doctor indicates legal blindness due to CVI.
HM	Hand Movements: 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.
OP	Object Perception - 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.
LP	Light Perception only or perceives and localizes light – 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.
NIL	Totally Blind or NIL no light perception.

#5 Primary Language Used For Instruction

EN for English; SP for Spanish; or OT for Other Languages (e.g. French, ESL, ASL, etc.)

#6 Primary Reading Medium

RP-Regular Print with no enlargement

LT- Large Print hardcopy

EL-Large Print via electronic screen enlargement software or a video magnifier as an aid to read print

DV-The use of Optical Devices that may be used with regular print as an aid to reading print

B-Braille

A-Auditory (student uses a reader or auditory materials)

P-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

S-Symbolic Reader to indicate a student who does not fall into any of the above categories. This code may be used for students with severe and profound disabilities who read using objects, pictures, or specially designed tactual communication symbols. This can also be used for students who do not have an assessable reading medium. (new code 2023)

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.

Use codes RP, EL, LT, B, DV for Secondary and Additional Reading Medium

#7 LVA FVA

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

LVA-Low Vision Assessment of visual functioning that is conducted by an optometrist or ophthalmologist who specializes in low vision

FVA- **Functional Vision Assessment:** An assessment of the student functional vision

#8 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 Your Contact Information

(On the back of the 2023 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 1st, 2023 to:

Gabrielle Borders

Missouri School for the Blind

3815 Magnolia Avenue

St. Louis, MO 63110

Phone: 314-633-1551; Email: Gabrielle.Borders@msb.dese.mo.gov