

Quick Start Guide for 2025 Registration of Blind and Visually Impaired Students

- ✓ Birth to 3 registration instructions and form can be found on the MIRC website:
 - <https://msb.dese.mo.gov/outreach-services/mirc.html>
- ✓ Read our Purpose, Eligibility, and Requirements page in this packet to learn more about the responsibility of LEAs.
- ✓ For additional information on the Federal Quota Program, see:
 - <https://www.aph.org/about-federal-quota/>

No Students to Report

If you have no students to report and no CURRENTLY ENROLLED students, you do not need to send the APH registration form back. Go to <https://www.surveymonkey.com/r/APH25DB24> to mark your district as “none to report” and give your contact information.

Add New Students to the Registry

1. Pull out the 2025 REGISTRATION FORM from this registration packet.
2. Refer to the INSTRUCTIONS FOR 2025 REGISTRATION for details on how to complete each data field.
3. If you have an enclosed, prepared, CURRENTLY ENROLLED STUDENTS FORM with registered student(s) from last year:
 - a. Review the student(s) on this list to determine continuing eligibility and check accuracy of information. **MAKE SURE GRADE LEVEL IS ACCURATE.**
 - b. Update all data fields using the codes specified. Mark edits clearly on CURRENTLY ENROLLED STUDENTS FORM in space provided below each name.
 - c. **If a student on the CURRENTLY ENROLLED form is no longer in your district/agency or no longer qualifies, cross out their name and note why they are not to be registered for 2025** (e.g., “no longer qualifies”, “moved out of state”, “moved to ABC School District”, “moved to unknown”, “graduated”, “deceased” etc.).
4. Add any new student(s) on the form by completing all data fields. Reminder:

- a. Be sure to include eligible students enrolled in your pre-school/early childhood programs.
 - b. Be sure to include students with multiple disabilities that are legally blind.
 - c. Be sure to include students who neither Meet the Definition of Blindness or Function at the Definition of Blindness if they meet the IDEA definition of blindness; **students can qualify under the Individuals with Disabilities Education Act (IDEA) definition of blindness which is, “an impairment in vision, that, even with correction, adversely affects a child’s educational performance” (34 CFR §300.8(c)(13)). Students qualified under IDEA must have a written education plan (can be any kind) that calls for accommodations for vision.**
5. 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. **Students with ROIs already confirmed do not need a new ROI for 2025. Newly added students and students who have changed districts since 2024 will need a ROI for the 2025 registration. DO NOT SEND ME ROIs, only confirm they are signed in the ROI section on the form. You keep the ROI on file at your district/agency.**
6. Complete, sign, and date the back of the form.
7. The preferred method to return forms is to scan and email the forms to gabrielle.borders@msb.dese.mo.gov, if mailing the form is easier for your district, use the address listed below.

Forms must be returned by February 3rd, 2025

Direct Questions and Return Completed Forms to:

Gabrielle Borders

Missouri Instructional Resource Center

3815 Magnolia Avenue; St. Louis, MO 63110

Phone: 314-633-1551; Email: gabrielle.borders@msb.dese.mo.gov

INSTRUCTIONS FOR 2025 REGISTRATION

Enrolled as of: Monday January 6th, 2025

Deadline for the Submission of the Registration Form: [February 3rd, 2025](#)

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.

No Students to Report

If you have no students to report and no CURRENTLY ENROLLED students, you do not need to send the APH registration form back. Go to <https://www.surveymonkey.com/r/APH25DB24> to mark your district as “none to report” and give your contact information.

Add New Students to the Registry

- ✓ Add any new student(s) on the blank form by completing all data fields. Reminder:
 - a. Be sure to include eligible students enrolled in your pre-school/early childhood programs.
 - b. Be sure to include students with multiple disabilities that are legally blind
 - c. Be sure to include students who neither Meet the Definition of Blindness or Function at the Definition of Blindness if they meet the IDEA definition of blindness OR **the Individuals with Disabilities Education Act (IDEA) definition of blindness which is, “an impairment in vision, that, even with correction, adversely affects a child’s educational performance” (34 CFR §300.8(c)(13)). Students qualified under IDEA must have a written education plan (can be any kind) that calls for accommodations for vision.**

For each eligible student, the following data MUST be reported on 2025 REGISTRATION FORM:

- ✓ Name of the school district, charter/parochial/private school, or agency registering the student
- ✓ County the reporting district or agency is based in
- ✓ 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).
- ✓ #9 Hearing Loss? (indicate yes or no so that your student can be referred to the Deafblind Technical Assistance Project for extra resources)

Currently Enrolled Students

1. If you have an enclosed prepared CURRENTLY ENROLLED STUDENTS FORM with registered student(s) from last year:
 - a. Review the student(s) on this list to determine continuing eligibility and check accuracy of information. **MAKE SURE GRADE LEVEL IS ACCURATE.**
 - b. Update all data fields using the codes specified. Mark edits clearly on CURRENTLY ENROLLED STUDENTS FORM in space provided below each name.
 - c. **If a student on the CURRENTLY ENROLLED form is no longer in your district/agency or no longer qualifies, cross out their name and note why they are not to be registered for the 2025 registration** (e.g., “no longer qualifies”, “moved out of state”, “moved to ABC School District”, “moved to unknown”, “graduated”, “deceased” etc.)

Codes for Reporting

#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** - School Aged Students: Determined by state law, in regular academic grades 1 through 11. Please indicate grade placement by using numerals 1 through 11.
- **12+** - Students who are in grade 12 or are continuing to receive special education services under IDEA until the student turns age twenty-two (22).

#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 - 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 and Additional Reading Mediums

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.

DO NOT USE P or S 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.

#9 Hearing Loss

Mark “Yes” or “No” to indicate if this student has hearing loss. Students with combined vision and hearing loss should be reported on the annual Deafblind Census which is collected by the Deafblind Technical Assistance Project at MSB. Questions related to DBTAP or the DB Census should be sent to Deafblind Project Coordinator Ashley Foley (ashley.foley@msb.dese.mo.gov).

Sign the Form and Provide Your Contact Information

On the back of the **2025 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 3rd, 2025**

The preferred method to return forms is to scan and email the forms to gabrielle.borders@msb.dese.mo.gov

If mailing is easier for your district, send mail to:

Gabrielle Borders
Missouri Instructional Resource Center
3815 Magnolia Avenue
St. Louis, MO 63110