

# **Quick Start Guide for 2021 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 K12 students, consider students in infant programs, the pre-school/early childhood special education program, and students with multiple disabilities including legal blindness who may not be reported as visually impaired/blind on Child Count.
- ✓ For additional information the Federal Quota Program, please see: \*[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 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 Gabrielle Borders by February 1<sup>st</sup> (see address below)

## **To Add a Student to 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 prepared form with student(s) that were registered last year, consider this your Preliminary Registry for the new year:
  - Review the student(s) on this list to determine continuing eligibility
  - Update all data fields using the codes specified.
  - 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 to be registered for 2021 (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.
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 disabilities that includes legal blindness and may not be reported on Child Count as visually impaired/blind.

5. Complete, sign, and date the back of the form.

**Direct Questions and Return Completed Form by February 1st 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](mailto:Gabrielle.Borders@msb.dese.mo.gov)

# Instructions

## 2021 APH Registration of Legally Blind Students for Federal Quota Funds\*

Enrolled as of: The First Monday in January

Deadline for the Submission of the 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 its entirety before completing the registration form.**

## 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 as of the first Monday in January. 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 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.
- › Each LEA must complete the registration form with a signature of the Superintendent, Special Education Director, or designee and return by mail, email, or fax by February 1<sup>st</sup>, to Gabrielle Borders, Missouri School f/t Blind, 3815 Magnolia Ave, St Louis, MO 63110.
- › Each LEA must retain a copy of the eye/medical report, written education plan, and Parental Release of Information in the student file of those included on the registry in the event of an audit.

## Who to Register – Eligibility Requirements for Federal Quota Funds

**Please Note:** Students with multiple disabilities that include legal blindness can and **should be** listed on the APH Registry for Federal Quota Funds even if he/she is not reported as visually impaired for purpose of Child Count.

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:
  - › A central visual acuity of 20/200 or less (using the Snellen Chart or an acuity determined in Snellen equivalents) 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) in which visual functioning is reduced by a brain injury or dysfunction and visual acuity is not possible to determine using the Snellen Chart as reported by an eye care specialist or other medical doctor
- Be enrolled in a formally organized educational program of less than college level. Note: The educational programs providing services to these students can include public, charter, private, parochial, home schools, or home bound.
- Be enrolled with the registering school or agency on the first Monday in January

[\\*https://www.aph.org/about-federal-quota/](https://www.aph.org/about-federal-quota/)

### Eligibility of Infants, Preschool Children, Grade School, and

#### Homebound Students

Students should 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. Adult students must have been registered for 12 weeks in the previous calendar year with a minimum of 20 hours per week for documented intervention. Social and leisure programs do not qualify as instruction.

## 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 requiring evidence of the student's educational program, parental consent to release information, or visual acuity/function. Do **not** submit these to APH **nor** to the Missouri Instructional Resource Center at the Missouri School f/t Blind.

- **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 • **Signed Parental Release of Information Form**

## Completing the Registration Form

### If You Do Not Have a Student to Report

A blank registration form is in this registration packet. Print the name of your district/agency on the registration form; check the box located near the top of the form; complete the back of the form, sign, and return it to Gabrielle Borders (contact information is on page 6).

### Adding a Student to the Registry & Reviewing those listed in 2020

If your district or agency registered students in 2020, a list of those students with their registration data is also attached for your convenience. Use this form to compile the list of students for the 2021. 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").

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

- *Name of the school district, charter/parochial/private school, or agency registering the student*
- *Name of student*
- *Release of Information (ROI) (indicate yes or no)*

- *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:**

- *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)

**ROI (Parental Release of Information)**

Mark “Yes” or “No” to indicate whether parental consent to release student information for the purpose of registration is available. If parental/guardian permission is not provided, the student will not be registered and no Federal Quota Funds will be provided for the student.

**Grade Placement**

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

Reporting Code	Definition of Student Placement Categories
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-kindergarten programs
KG	Kindergarten: Children enrolled in kindergarten classes
1-12	Students of School Age: Determined by state law, in regular academic grades 1 through 12; list the current grade placement
AN	Academic Non-graded: Students of school age, as determined by state law, who are working to acquire skills necessary for placement in a regular grade
FC	Functional Curriculum Students: Students of school age working toward a graduation certificate or non-traditional diploma. <i>Could include students in a vocational program.</i>
TR	Transition Students: Students of school age, as determined by state law, in secondary instructional programs designed to supplement the traditional academic curriculum. <i>Could include students in post-graduate programs at less than college level.</i>
OR	Other Registrant: Students of school age, as determined by state law, who do not fall into any of the above placements (e.g., student enrolled in classes for non-academic students)
AD	<b>Adult:</b> Adult over 21 years of age in educational programs of less than college level

## Measurement of Distance Vision with Correction

- Eye measurements performed by an ophthalmologist, optometrist, or medical doctor must be indicated for each student. Report the eye measurements using **only the codes listed below**.
- Eye 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, then a Snellen equivalent can be used. Please report a student whose acuity is in the range of 20/101 to 20/199; as, these may be converted to Snellen equivalents.
- 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/medical 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/eye conditions with no visual acuity or visual field measurement are **NOT** acceptable reporting codes.
- If you need assistance interpreting an eye report, contact Gabrielle Borders ([Gabrielle.Borders@msb.dese.mo.gov](mailto:Gabrielle.Borders@msb.dese.mo.gov)) or (314-633-1551)



## 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 20/400	<b>Distance vision</b> of 20/200 or less with maximum correction using the Snellen Char 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 <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> Should be used 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 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.
<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 or NIL</b> 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:

**EN for English; SP for Spanish; or OT for Other 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 video magnifier 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>S-R</b>	Symbolic/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 (student may have so much disability that a reading medium cannot be determined).

## 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 video magnifier 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

### 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 Your 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 1st 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](mailto:Gabrielle.Borders@msb.dese.mo.gov)