

**INSTRUCTIONS FOR REGISTRATION OF STUDENTS WHO ARE BLIND
ENROLLED AS OF JANUARY 1, 2018**

REGISTRATION DUE DATE:

Return Registrations no later than
Friday, February 16, 2018 to:

WCBVI

Attn: APH Census

1700 W State Street

Janesville, WI 53546

aphcensus@wcbvi.k12.wi.us

Fax: (608) 758-6161

Does your district have no APH Eligible students?

Even if you had no students registered in 2017 **AND/OR** have no eligible students to add this year, you **DO NEED TO COMPLETE** the 2018 APH Census Registration.

Email the following information:

- Agency/school district name,
- your name and title
- and "No students to report"

to aphcensus@wcbvi.k12.wi.us

ELIGIBILITY REQUIREMENTS:

In order for students to be registered with the American Printing House for the Blind (APH) as eligible to participate in the Federal Quota Program, they **MUST** meet the requirements as outlined in An Act to Promote the Education of the Blind. Students must:

1. *Meet the definition of blindness (MDB)* - that is, have a central visual acuity of 20/200 or less (Snellen Equivalent) in the better eye with best correction or a peripheral field of vision no greater than 20 degrees **OR** *function at the definition of blindness (FDB)* - when visual performance is reduced by a brain injury or dysfunction. Students in this category manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral visual impairment.
2. Be enrolled in a formally organized, public or private nonprofit educational program of less than college level.
3. Be enrolled with the registering school or agency **as of the census date: Monday, January 1, 2018.**

The educational programs providing services to these students can include public, private nonprofit, parochial and registered home schools. The federal law limits registration to persons working at less than college level, but places no restriction on the ages of eligible students. Students must have a written education plan.

Eligibility of Adults. Eligible adult students who meet the definition of blindness must be receiving a minimum of 20 hours of documented instruction per week for at least twelve weeks in the previous calendar year in an educational or rehabilitative program. The twelve weeks do not need to be consecutive. Social and leisure programs do not qualify as instruction. However, student practice to develop skills can be included in instructional hours.

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 educational plan.

Eligibility of Students at WSBVI. Eligible students attending Wisconsin School for the Blind and Visually Impaired in Janesville as of January 1, 2018 are reported directly to APH by Wisconsin Center for the Blind and Visually Impaired. Please do not list students that attend WSBVI on school district census forms.

REQUIRED DOCUMENTATION:

*****NEW FOR 2018: Parental written consent is required in order to share the necessary information for including each student on the Census. When a parent/guardian signature is received, please mail a copy of the form to WCBVI or e-mail to aphcensus@wcbvi.k12.wi.us. Please retain the original in your district office.** Many forms have already been returned this year, and forms returned to WCBVI as of 12/26/17 are indicated on the registration sheet. The blank form is included in this mailing. **Forms will only need to be signed once, unless there is a change in guardianship or LEA, in which case a new form will need to be submitted. Only students with parental consent will be able to be included on the 2018 Census.**

*****The following documents need NOT be submitted to the Department of Public Instruction (DPI) with the 2018 Registration of Blind Students, but MUST be on file at the agency or school where students are attending and be available to DPI for audit purposes:**

- **A written education plan for every registered student.** This verification that the student is in a formally organized educational program may be an Individualized Education Program (IEP), IFSP, a 504 plan, or other written action plan.
- **A current PI-2015 Ocular Report, or equivalent vision report,** completed by an ophthalmologist or optometrist (or neurologist for students classified as 'Functions at the Definition of Blindness') that verifies the eligibility of every registered student. In order to be considered current, **the report must be from from the last three years.** A copy is included in this packet, and is also available at www.wcbvi.k12.wi.us

Exemption from the three-year certification of blindness regulation will be granted for students with documented unchangeable eye conditions, such as bilateral enucleations, anophthalmos, or other conditions determined immutable if verified in writing by the ophthalmologist, optometrist, or neurologist. Even in the case of a noncommunicative or unresponsive student, there must be verification the student meets the definition of blindness in order to qualify for participation in the Federal Quota Program.

COMPLETING THE REGISTRATION FORM:

1. If you reported eligible students last year, your 2018 census packet will contain a Registration of Blind Students Form listing previously registered students. There are also blank lines for you to add any new eligible students. **Update and add new student information as necessary, and sign this form.**
2. If the student was eligible in 2017, but is no longer eligible as of January 1, 2018, please enter "DELETE" in the Notes section for that student and **provide the reason for deletion**—for example; graduated, reached maximum age, no longer meets eligibility requirements, moved out of state, deceased, transferred (provide name of the new school district/agency). **The reason for deletion is important for documentation/follow-up purposes.**
3. For districts who did not report eligible students last year, there is a (cream) Student Registration Form to **ADD** new eligible students who attend your school, district or agency to the APH Registry.
4. **Even if you had no students registered in 2017 AND/OR have no eligible students to add this year, you DO NEED TO COMPLETE the 2018 APH Census Registration. Email the following information: Agency/school district name, your name and title and "No students to report" to aphcensus@wcbvi.k12.wi.us.**
5. For new students, remember they must have a signed parental Release of Information form on file at the district/agency and a copy must be sent to the WCBVI APH Coordinator. The (purple) Release of Information Form is included in this mailing, along with the district and parent letter explaining the process.

GRADE:

Reporting Code	Grade Placement Categories for Infant, Preschool and School Age Students
IP	Infants: Children younger than preschool age served by infant programs
PS	Preschool Students: Children of preschool age served by preschool programs
KG	Kindergarten Students: Children enrolled in kindergarten classes
01...12	Students of School Age: Determined by state law, in regular academic grades 1 through 12. Please indicate grade placement by using numerals 01 through 12
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 in grades 01-12 working toward a graduation certificate or non-traditional diploma
TR	Transition Students: Students of school age in secondary instructional programs designed to supplement the traditional academic curriculum. Could include students in post-graduate programs at less than college level
OR	Other Registrants: Students of school age, as determined by state law, who do not fall into any of the above placements (e.g., students enrolled in classes for nonacademic students)
AD	Adult Students: Adults above school age, as determined by state law, in educational programs of less than college level

FUNCTIONAL LEVEL OF VISION:

A student's qualification in the program is based on the minimums of 20/200* on the Standard Snellen Chart, or a visual field of twenty degrees or less, found on the required doctor's report that must be updated every three years, but you will only enter one of two code codes as the student's functional level of vision.

***Note: Any student who misses an item on the 20/100 line will be reported as 20/200 (any acuity of 20/101 or worse will be reported as 20/200.)**

Reporting Code	Functional Level of Vision
MDB	<u>Meets the definition of blindness (MDB)</u> - that is, have a 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, <u>or,</u>
FDB	<u>Functions at the definition of blindness (FDB)</u> - when visual performance is reduced by a brain injury or other dysfunction.

PRIMARY INSTRUCTIONAL LANGUAGE OF LEARNER:

Reporting Code	Primary Language <u>used for instruction in the classroom</u>
English	Speaks English within classroom.
Spanish	Speaks Spanish within classroom.
Other	Other languages, please specify e.g. sign language or other spoken language.

PRIMARY READING MEDIUM (PRM):

One primary reading medium is to be entered for each student using the following reporting codes. APH recognizes **only** these codes:

Reporting Code	Primary Reading Medium
V	Visual Readers: Student primarily using print in their studies
B	Braille Readers: Students primarily using braille in their studies
A	Auditory Readers: Students primarily using a reader or auditory materials in their studies
PRE	Prereaders: Students working on or toward a readiness level; infants, preschoolers, or older students with reading potential
SN <i>(previously N)</i>	Symbolic/Non-Readers: Non-reading students; students not working on or toward a readiness level; students who do not demonstrate traditional print or Braille reading potential (symbolic readers); students who do not fall into any of the above categories.

SECONDARY READING MEDIUM (SRM) — THIRD/OTHER READING MEDIUM (ORM):

This information is required to be reported for all eligible students so that a more accurate profile of student literacy can be tracked. (The secondary reading medium should **not** be the same as the primary reading medium.) If the student does not have a secondary reading medium or other additional reading medium (for example, a prereader, nonreader, or visual only reader), please enter **NA** (not applicable) on the registration form rather than leaving the space blank.

Reporting Code	Additional Reading Media
V	Visual: Student uses print to some extent
B	Braille: Student uses braille to some extent
A	Auditory: Student uses a reader or auditory materials to some extent
NA	Not Applicable: Nonreader, prereader, or student with NO additional reading medium

RELEASE OF INFORMATION (ROI):

If the parental release of information is on file at WCBVI as of December 26, 2017, this box will be checked. If it is not checked, please be sure to obtain this release, and include a copy in the Census paperwork, or the student will NOT be included.

OCULAR DATE:

Please indicate the date of the Ocular used to determine APH Quota Eligibility. If the student is exempt from recertification, please include that information as well.

DELETE & REASON:

If the student is to be deleted from your Census, please indicate this here, and include the reason for deletion.

OTHER NOTES:

This column is for additional explanatory notes, and to provide additional details (such as twins, name changes, etc). If a student has moved from your district, please indicate here which district they moved to, or "Out of State" if applicable, or unknown.

If you have questions or concerns regarding the APH Parental Consent requirement or the APH Annual Federal Quota Registration Process, please contact aphcensus@wcbvi.k12.wi.us or the Wisconsin Ex Officio Trustees or Trustee assistant at WCBVI:

Peter Dally, Director
608-758-4925

Peter.dally@wcbvi.k12.wi.us

Dawn Soto, Outreach Director
608-758-6145

Dawn.soto@wcbvi.k12.wi.us

Amanda Jordan, Admin. Assistant
608-758-6141

Amanda.jordan@wcbvi.k12.wi.us

If you have questions regarding ordering APH materials contact Marilyn Connolly at (608) 758-6146, marilyn.connolly@wcbvi.k12.wi.us.

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