



# Wisconsin Center for the Blind and Visually Impaired

Tony Evers, PhD, State Superintendent  
Wisconsin Department of Public Instruction



DATE: October 30, 2017

TO: Directors of Special Education and Pupil Services, Birth to Three Program Coordinators, and Vision Program Supervisors in Schools and Agencies Serving Children with Visual Impairments

SUBJECT: **FERPA Signature Requirements for APH Census**

The purpose of this letter is to inform you that the Wisconsin Center for the Blind and Visually Impaired (WCBVI) is in the process of completing the *Annual Federal Quota Registration of Blind Students through the American Printing House for the Blind (APH) Federal Quota Program*. This federally funded program provides textbooks, educational aids, and other learning materials for qualifying children with visual impairment and blindness.

In order to be included in the Federal Quota program, eligible students must be registered in an annual census, requiring the exchange of specific personally identifiable student information (PII). This information is only collected to meet the reporting obligations to the U.S. Department of Education, Office of Special Education Programs, and other entities as required by law. The Family Educational Rights and Privacy Act (FERPA) requires parental consent to release each child's personally identifiable information for these purposes.

The child's name will be registered, along with other pertinent information including birthdate, school district, grade placement, primary reading medium, and indication of visual function. All PII collected for this registration is confidential and will be protected from unauthorized access or use. The child's PII will not be shared with any other entities or for any other purpose, unless permitted by state or federal law.

The Federal Quota Census Registration is completed under the supervision of the Ex Officio Trustees (EOT) designated to oversee the Wisconsin APH accounts. The Wisconsin EOTs are Peter Dally, Director of the Wisconsin Center for the Blind and Visually Impaired, and Dawn Soto, Director of WCBVI Outreach. It is the responsibility of these EOTs to submit accurate information to APH in a secure and timely manner.

**Parental written consent is required in order for district staff to provide this information to APH during the annual Census at the beginning of January. Consent to include the child in the Federal Quota Census allows WCBVI to purchase products and materials from the APH on behalf of the child and other children in Wisconsin. Parents may choose not to provide consent; however, doing so will mean that fewer Quota funds will be provided to Wisconsin.**

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The APH yearly Census will still be collected as usual, with the Census enrollment date of January 1, 2018. Only students with parental consent will be able to be included on the 2018 Census. Materials for the Census will be sent toward the end of December as usual.

**Please have the parents/guardians of all of your 2018 Federal Quota eligible students sign this form. We have included a letter and form for each 2017 registered student. There is also a list of the 2017 Quota students included, as well as a blank form and letter for your district to forward on to any new eligible students. Forms will only need to be signed once, unless there is a change in guardianship, in which case a new form will need to be submitted.**

**When a parent/guardian signature is received, please mail a copy of the form to the address listed below or e-mail to [aphcensus@wcbvi.k12.wi.us](mailto:aphcensus@wcbvi.k12.wi.us) Please retain the original copy in your district office.**

**APH Census Coordinator**

**Re: Quota Signature**

**1700 W. State Street**

**Janesville, WI 53546**

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](mailto:aphcensus@wcbvi.k12.wi.us) or the Wisconsin Ex Officio Trustees or Trustee assistant:

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WCBVI

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