



General Process for the APH Federal Quota Census

STEP 1. Every fall, LEAs and Counties will receive a message to complete our [APH Census Designee form](#) to assign a designee who will complete the APH Federal Quota Census paperwork for their district or agency. Designees can be a vision program coordinator, teacher of the visually impaired, or other qualified staff.

STEP 2. APH Census Coordinator will send an email to designees with the digital census packet including instructions. Packet includes:

APH Federal Quota Census Instructions, FAQs, Parent/Guardian Permission Form (English and Spanish), Parent/Guardian Permission Letter (English and Spanish), Registration Example, Secure file transfer guide

NOTE: Registration spreadsheet (form) will be sent separately using secure email as it will contain prior years' registration information for the designee to update

STEP 3. Designees will complete the Registration spreadsheet and collect parent/guardian permission forms if needed. Designees will have five to six weeks to complete all required forms and add information on their registration spreadsheet.

STEP 4. Designees will file and send completed forms, see secure file transfer guide.

Registration spreadsheet. Completed Registration spreadsheets need to be sent to WCBVI AEM Center through a secure file transfer platform called Kiteworks. To comply with FERPA/HIPAA governance and PII, DPI and WCBVI are utilizing Kiteworks which allows us to send and receive encrypted attachments. Registrations must be submitted no later than the set deadline.

PARENT/GUARDIAN PERMISSION. All students must have a signed parent/guardian permission form for the district or agency on file with the LEA or agency. Many LEAs and agencies collect this form at annual IEP and IFSP meetings. **WCBVI will not collect a copy of these forms, but any audit done by APH would require that the LEA or agency provide proof of that documentation.**

STEP 5. January. The Student Registration System (SRS) opens and the WCBVI APH Census Coordinators begin uploading data.

STEP 6. February to May. APH Census Coordinator works with APH to verify information and ensure there are no duplicates. The registration goes through 3 phases before it is finalized. In the final phase, EOTs sign Certificates of Registration and APH Census Coordinator saves final reports.

Finalization of the APH Federal Quota Census Program varies each year based on Congress. The annual appropriation made by Congress is divided by the total number of eligible students in the United States and its outlying areas. This determines the Federal Quota allocation per capita rate for the ensuing fiscal year, which always begins on October 1.