THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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SPECIAL EDUCATION FIELD ADVISORY

FROM: James P. DeLorenzo

SUBJECT: Annual Registration of All New Students Classified as Legally Blind for Procurement of Adapted Educational Materials Produced by the American Printing House for the Blind

The Federal Act to Promote the Education of the Blind was enacted by Congress in 1879 to ensure students who meet the definition of blindness are provided adapted educational materials. The annual registration of eligible students determines a per capita amount of money designated for the purchase of educational materials produced by the American Printing House for the Blind (APH). These funds are credited to Federal Quota accounts which are maintained and administered by APH and its Ex Officio Trustees throughout the country. New York State's fund administrator is located at the New York State Resource Center for the Visually Impaired (NYSRCVI) in Batavia, New York.

The annual registration form is for students who are legally blind and newly enrolled in your school/agency as of January 5, 2016 of this school year. **Please do not re-register a student** if the student has been previously registered by your school/agency or another school/agency unless the student is new to your school prior to January 5, 2016 of this school year. **If you are unsure about a student's registration status, please contact the NYSRCVI at (585) 343-5384, extension 207.** Your cooperation in designating one person for this process is appreciated and will help to eliminate duplication of registrations.

In order for students to be eligible for registration in the Federal Quota Program, they MUST meet the following requirements:

- Meet the Definition of Blindness (*MDB) - central visual acuity of 20/200 or less in the better eye with correcting glasses or a peripheral field so contracted that the widest diameter of such field subtends an angular distance no greater than 20 degrees, or Function at the Definition of Blindness (*FDB) which is visual performance reduced by brain injury or dysfunction when visual function meets the definition of blindness as determined by an eye care specialist or neurologist.
- Be enrolled in a formally organized educational program of less than college level: For school-aged students - must be enrolled with the registering school or agency on the first Monday in January. Adult students must be registered for at least three months of instruction during the preceding calendar year (an accumulation of 12 weeks).

There is no chronological age limit for eligibility. However, for adults to be eligible for registration in the Federal Quota Program, they MUST meet the following requirements (for these purposes, an adult is a student over school age as determined by respective state law):

- Meet the Definition of Blindness (*MDB) - central visual acuity of 20/200 or less in the better eye with correcting glasses or a peripheral field so contracted that the widest diameter of such field subtends an angular distance no greater than 20 degrees, or Function at the Definition of Blindness (*FDB) which is visual performance reduced by brain injury or dysfunction when visual function meets the definition of blindness as determined by an eye care specialist or neurologist.
- Are enrolled in instructional programs, at less than college level, for 20 hours per week. Social and leisure programs do not qualify as instruction. However, student practice to develop skills can be included in instructional hours.
- Registered for at least three months of instruction during the preceding calendar year (an accumulation of 12 weeks).

***Level of Visual Functionality Codes (*MDB or *FDB) above and *Grade Codes below are to be used when completing the registration form. For more detailed information about APH materials and registration visit www.aph.org.**

***Grade Codes**

IP- Infants: Children of 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 Nongraded: 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 nontraditional diploma.

TR- Transition Students: Students of school age, as determined by State law, in secondary instructional programs designed to supplement the traditional academic curriculum. This 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- all students above your state's age/grade limitation for high school.

The attached registration form must be completed and received ***no later than March 1, 2016*** by the following:

- For eligible students in public school programs in New York City, forms must be returned to: Educational Vision Services, 400 First Avenue, New York, New York 10010, phone (917) 256-4228.
- Students enrolled at the New York State School for the Blind, Lavelle School for the Blind, Helen Keller National Center for Deaf Blind Youths and Adults, and the New York Institute for Special Education are registered through their own Ex-Officio Trustees and should NOT be sent to the NYSRCVI.
- For all other schools including those in Nassau and Suffolk Counties, registration forms should be returned by mail to: New York State Resource Center for the Visually Impaired – APH, 2A Richmond Avenue, Batavia, New York 14020 or FAX (585) 343-0652.

Once a student is approved for APH materials, it is recommended that schools/agencies assign the responsibility of ordering materials to one person who can also act as a contact between the school/agency and the NYSRCVI to track the orders and use of the school's/ agency's total allotment. All orders should be submitted to NYSRCVI. Materials acquired with Federal Quota Funds are considered New York State property. Any questions regarding procedures for ordering APH materials may be referred to NYSRCVI at the above address or by calling (585) 343-5384, ext. 207. All requested information MUST be included or the order may be returned, causing a delay in the arrival of materials. Forms for ordering books and materials can be found on the NYSRCVI website at http://www.p12.nysed.gov/specialed/nyssb/rc.html.

Please Note: Obtaining instructional materials in alternative formats is a process that requires sufficient lead time and clear and timely communication between school/agency personnel. Orders should be placed as soon as possible to ensure that students have access to their instructional materials in a timely manner. It generally takes approximately three to four months for texts to be converted to large print. It takes **an average** of three to six months for straight literary text (without math, special symbols or graphics) to be converted to Braille. Mathematics, music, science, social studies or other textbooks containing symbols, maps, graphs and other graphics take **an average** of six to nine months or longer to produce.

The University of the State of New York
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2015-16 REGISTRATION FORM FOR CHILDREN CLASSIFIED AS LEGALLY BLIND

Name of Student _____ **Date of Birth** _____
(Last) (First) (M.I.) Month Day Year

Sex: Male ☐ Female ☐ * **Grade** _____

District or Agency where the student receives special services for the visually impaired during school hours:

Name: _____ Public ☐ Private ☐
Address: _____ Phone: ( ) _____
_____ Fax: ( ) _____
(This will be the agency listed for the student in the database) E-mail: _____

***Level of visual functionality code**: ☐ FDB ☐ MDB

Primary Language of Learner: ☐ English ☐ Spanish ☐ Other _____

Indicate the student's ONE PRIMARY READING MEDIUM by indicating "1" AND ALL SECONDARY READING MEDIUMS by indicating "2" in the boxes below.

	VISUAL - Students use print to some extent
	BRAILLE - Students use braille to some extent
	AUDITORY - Students use a reader or auditory materials to some extent
	NOT APPLICABLE – Nonreaders, pre-readers or students with no additional reading media

***See enclosures for appropriate coding and/or instructions**

PERSON COMPLETING THIS FORM

Name _____ Title _____

School District _____ Phone ( ) _____

E-mail _____

REVISED 12/4/2015