



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK**

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OFFICE OF P-12 EDUCATION: Office of Special Education  
NEW YORK STATE SCHOOL FOR THE BLIND, 2A Richmond Avenue, Batavia, New York 14020  
Telephone: (585) 343-5384 Fax: (585) 344-5557

January 2012

**TO:** District Superintendents  
Superintendents of Public and Nonpublic Schools  
Organizations, Parents and Individuals Concerned with Special Education  
Superintendents of State-Operated and State-Supported Schools  
Executive Directors of Approved Private Schools  
Principals of Public and Nonpublic Schools  
Directors of Approved Preschool Programs and Preschool Educators  
Directors of Special Education  
Directors of Pupil Personnel Services  
Chairpersons of Committees on Special Education  
Chairpersons of Preschool Committees on Special Education  
Head Start Directors  
ACCES District Offices  
RSE-TASC Specialists  
Early Childhood Direction Centers  
Independent Living Centers  
CBVH Regional Offices  
Others Involved with the Education of the Visually Impaired

**FROM:** Rebecca H. Cort 

**SUBJECT: Annual Registration of All Students Classified as Legally Blind for Procurement of Special Media Materials Produced by the American Printing House for the Blind**

The annual American Printing House for the Blind (APH) census program is administered by the New York State Resource Center (NYSRC) located in Batavia, New York. Enclosed are forms and instructions for the annual census of **NEW** students who are legally blind. **Please do not re-register a student** if the student has been previously registered. **If you are unsure about a student's registration status, please contact the NYSRC 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.

The census is used to determine New York State's eligibility for Federal Quota Funds for special media materials produced by APH.\* Materials are available to the school the student attends if he/she is enrolled as of January 2, 2012. The attached registration form must be completed and returned **no later than March 1, 2012.** No registrations can be submitted after that deadline.

\*(A catalog of APH materials is available at [www.aph.org](http://www.aph.org))

## **Eligibility for Federal Quota Registration**

In order for students to be eligible for registration in the Federal Quota Program, they **MUST** meet the requirements as outlined in An Act to Promote the Education of the Blind. Students must:

- meet the definition of blindness--"central visual acuity of 20/200 or less in the better eye with best correction; a peripheral field so contracted that the widest diameter of such field subtends an angular distance no greater than 20 degrees; or visual performance reduced by a 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 public or private, nonprofit educational program of less than college level.
- be enrolled with the registering school or agency on the first Monday in January.

The educational programs providing services to these students can include public, private, and parochial schools.

There is **NO** chronological age limit for eligibility. The federal law limits registration to persons working at less than college level, but places no restriction on the ages of eligible students.

## **Eligibility of Adults**

The Board of Trustees of the APH, at its 1985 Annual Meeting, approved a resolution which requires that students in education programs but not enrolled in grade 12 or below--**MUST** "have a written instruction plan and be enrolled in and attend, on a regular basis, an instructional program of at least 20 hours of instruction per week. Social and leisure programs do not qualify as instructional programs."

## **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 education plan.

## **Eligibility of Students Who Are Home Schooled**

In order for blind students enrolled in home-school programs to prove eligible for registration in the Federal Quota Program, the home school program should meet guidelines and/or procedures in effect within each individual state.

**The enclosed form should be used only for legally blind students who were NOT PREVIOUSLY REGISTERED. \*\*Separate instructions with lists of students who were previously registered are being sent from the NYSRC.**

- For eligible students in public school programs in New York City, forms must be returned to: Educational Vision Services Unit, 22 East 28<sup>th</sup> Street, New York, New York 10016, phone (917) 256-4530.

- Students enrolled at the New York State School for the Blind in Batavia, 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 NYSRC.

For all other schools **and for those in Nassau and Suffolk Counties, NEW** registration forms should be returned by FAX or mail to:

New York State Resource Center- APH  
2A Richmond Avenue  
Batavia, New York 14020  
FAX (585) 343-0652

**\*\*If you are unsure about your student's registration status, please contact the NYSRC at (585) 343-5384, extension 207.**

**Failure to provide all requested information accurately may invalidate the form and delay the process of registration. Please note the following:**

- **infants and preschoolers identified as visual, braille, or auditory readers should be reported using the appropriate media code.**
- **all eligible individuals over 21 years of age must be registered "AD" in grade.**

Federal Quota Funds vary annually depending upon congressional appropriation and the total national registration. Under the provisions of the Federal Act to Promote the Education of Blind Children, these quota allocations are not cash payments but are bookkeeping entries credited against the New York State account.

**It is recommended that districts assign the responsibility of ordering materials to one person who can also act as a contact between the local district/agency and the NYSRC to track the orders and use of the district's total allotment. Orders for books and materials on the quota allocation should contain the:**

- name of the student who will receive the materials and student's school address.
- name and telephone number of the local district/agency contact person.
- catalog number(s), price(s), and the net amount(s).

**All orders should be submitted to NYSRC. All requested information MUST be included or the order may be returned causing a delay in the arrival of materials.**

Materials acquired with Federal Quota Funds are New York State property. Any questions regarding procedures for ordering APH materials may be referred to NYSRC, at the above address or by telephone at (585) 343-5384, extension 207.

**REMINDER:** Obtaining instructional materials in alternative formats is a process that requires sufficient lead time and clear and timely communication among school personnel. Orders should be placed as soon as possible so students have access to

their instructional materials in a timely manner. Generally, it 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, as these require special braille codes and hand-created tactile graphic representations or verbal descriptions of graphics that are not reproducible in tactile form. For textbooks containing higher level mathematics and science or social studies, especially those with many graphics, it may be necessary to provide a course syllabus along with the textbook request, containing the planned dates for the chapters or pages to be covered, in order to assure that the materials needed first are available in time.

### **Primary Language of Learner**

Please be sure to check the box on the registration form that determines your student's primary language.

### **Student Grade Placement Categories and Reporting Codes**

Review the following student placement categories. Make certain the placement reported accurately reflects each student's placement. Report the grade placement for each student using the appropriate code shown. Only these codes are accepted.

#### **Adult Students**

**This category includes all eligible participants over school age.**

**AD:** Adults above school age in educational programs of less than college level. Students in education programs, but not enrolled in grade 12 or below, must "have a written instruction plan and be enrolled in and attend, on a regular basis, an instructional program of at least 20 hours of instruction per week. Social and leisure programs do not qualify as instructional programs."

#### **Preschool and School-Age Students**

**This category is not to include any eligible participants over school age.**

<b>Reporting Code</b>	<b>Definition</b>
<b>IP</b>	Infants: Children of preschool age served by infant programs
<b>PS</b>	Preschool Students: Children of preschool age served by preschool programs
<b>KG</b>	Kindergarten Students: Children enrolled in kindergarten classes
<b>01-12</b>	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
<b>AN</b>	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.
<b>VO</b>	Vocational Students: Students of school age, as determined by State law, who are in vocational training (e.g., students enrolled in a program

**Reporting Code****Definition**

	which is designed to lead to independent employment). This does not include multi-disabled students in prevocational programs or classes.
<b>PG</b>	Post-graduate Students: Students of school age, as determined by State law, in post-graduate high school programs, studying at less than college level
<b>OR</b>	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)

**REPORT OF VISUAL ACUITY:** Even in the case of a non-communicative or non-responsive student, there must be verification that the child meets the definition of blindness as stated below. Visual acuities have to be indicated using one of the following codes:

<b>Reporting Code</b>	<b>Visual Measurement</b>
<b>Example: 20/200 or 20/400</b>	Distance Vision: 20/200 or less with maximum correction using the Snellen Chart
<b>VF and the degree of restriction (e.g., VF 20, VF 6)</b>	Visual Field: Restricted field of 20 degrees or less
<b>CF</b>	Counts Fingers: Should be used only when an eye specialist finds it is not possible to obtain an acuity using the Snellen Chart
<b>FDB</b>	Functions at the Definition of Blindness: Should be used when visual functioning is reduced by a brain injury or dysfunction and visual acuity is not possible to determine using the Snellen Chart
<b>HM</b>	Hand Movements: Should be used only when an eye specialist finds it is not possible to obtain an acuity using the Snellen Chart
<b>OP</b>	Object Perception
<b>LP</b>	Light Perception
<b>NIL</b>	Totally Blind

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**2011-12 REGISTRATION FORM FOR CHILDREN CLASSIFIED AS LEGALLY BLIND**

(Central Visual Acuity of 20/200 or less in the better eye after correction or  
 a field of vision restricted to a 20 degree arc or less)

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

**Sex:** Male  Female  **Grade\*** \_\_\_\_\_

District or Agency where individuals receive special services for the visually impaired during school hours:

Name: \_\_\_\_\_ Public  Private   
 Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
 \_\_\_\_\_ E-mail: \_\_\_\_\_

District of Residence (Home District) \_\_\_\_\_

Student's **VISUAL ACUITY** based upon an existing report of an eye specialist (optometrist, oculist or ophthalmologist)

**Vision after correction\*** \_\_\_\_\_ RIGHT EYE  LEFT EYE

Indicate the student's **ONE PRIMARY AND ALL SECONDARY READING MEDIUMS** in the spaces at the right using the appropriate letter:

- VISUAL READER – uses regular OR large print . . . . . V Primary \_\_\_\_\_
- BRAILLE READER – uses braille . . . . . B \_\_\_\_\_
- AUDITORY READER – uses reader OR recorded material . . . . . A 2nd \_\_\_\_\_
- PREREADER – readiness level OR medium undetermined . . . . . P \_\_\_\_\_
- NONREADER – does not fall into any above category . . . . . N \_\_\_\_\_

Primary Language of Learner:  English  Spanish  Other

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

<u>PERSON COMPLETING THIS FORM</u>	
Name _____	Title _____
School District _____	Phone ( ) _____
E-mail _____	Fax ( ) _____