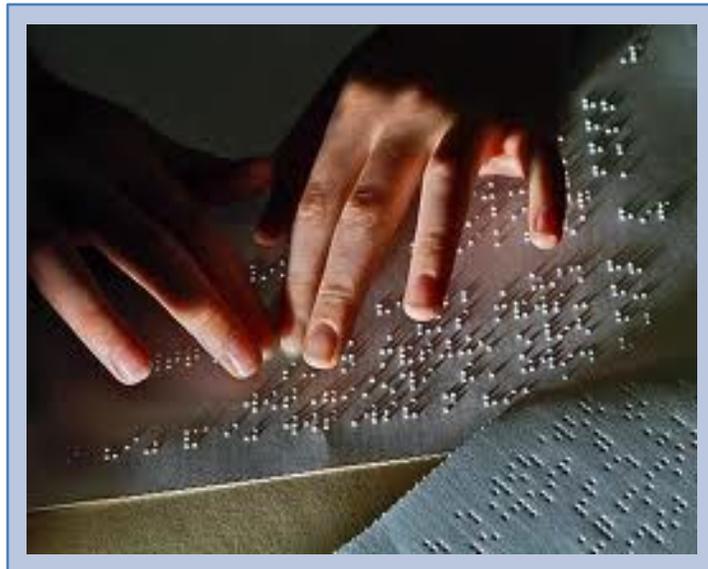# 2024 Annual Census of Students
Who Meet the Definition of Blindness
for the
Federal Quota Registration of Blind Students under the
Act to Promote the Education of the Blind of 1879

Federal Quota Registration "As of" Date:
Monday, January 1, 2024

Registration Deadline:
February 15, 2024

CONTENTS

OVERVIEW

The purpose of the Annual Census is to register students who are legally blind to receive federal quota funds under the "Act to Promote the Education of the Blind of 1879". This census is conducted through the advisory services portion of the Act. This booklet outlines the process of registering students for this program.

The Federal Quota Program was enacted in 1879 by the Federal "Act to Promote the Education of the Blind." This program is a means whereby a per capita amount of money is designated for the purchase of educational materials for each eligible student registered through an established Federal Quota account. These Federal Quota accounts are maintained and administered by the American Printing House for the Blind (APH) and its Ex Officio Trustees. The Director of the Indiana Educational Resource Center is the responsible Ex Officio Trustee for the school-age, public and private accounts in Indiana.

The Federal Quota Registration is the census that records students who are eligible to receive materials provided by the federal "Act to Promote the Education of the Blind." For additional information on the Federal Quota system, please visit the APH Website.

Please note: The Annual Census registration is separate from, but in addition to, the online ICAM (Indiana Center for Accessible Materials) registration of students who are blind or have low vision by local education agency's DRM (Digital Rights Manager). Registration procedures and requirements for the Federal Quota registration will differ from the ongoing registration procedures required by the ICAM.

> **Statement of Confidentiality**
> All personally identifiable data collected for this census
> shall be considered confidential and treated as such.

ELIGIBILITY FOR FEDERAL QUOTA REGISTRATION

Effective Date for Eligibility

The Census "as of" date for registration in the Federal Quota Program is the first Monday in January (unless the first Monday falls on a holiday). School-aged students, including infants, toddlers, and preschool students, must be enrolled in your system as of this date to qualify for federal quota. The effective date for this registration is Monday, January 1, 2024.

Eligibility Requirements

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

- **Meet the Definition of Blindness (MDB)** - central visual acuity of 20/200 or less (using a Snellen chart or an acuity determined in Snellen equivalents) in the better eye with best correction or a peripheral field no greater than 20 degrees.
  OR
- **Function at the Definition of Blindness (FDB)** - when visual function meets the definition of blindness as determined by an eye care specialist (ophthalmologist or optometrist) or medical doctor such as a neurologist. Students in this category manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral visual impairment (e.g., brain injury or dysfunction).
  OR

NEW for 2024

- **Individuals with Disabilities Education Act (IDEA)**
  If neither are met, students may also be eligible because they:
  Qualify under the Individuals with Disabilities Education Act (IDEA) definition of blindness: an impairment in vision, that, even with correction, adversely affects a child's educational performance (34 CFR §300.8(c)(13))*.
  *The Indiana State Board of Education Special Education Rules, Title 511 Article 7, Rules 32-29, specifies the definition and eligibility requirements for Blind or Low Vision under IDEA.

- Be enrolled in a formally organized public or private, nonprofit educational program of less than college level.

- School-aged students including infants, toddlers and preschool students must be enrolled with the registering school or agency on the first Monday in January.

- *Adult students in vocational or rehabilitation programs must be registered for a minimum of 120 hours of documented instruction during the preceding calendar year.*
  (January 1 through December 31, 2023).

- Parent/legal guardian permissions for students 18 and under and those with a guardian of any age.

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 age of eligible students.

Each infant, preschool, or school-aged student must have a signed parent permission form to be registered in the Federal Quota Program. (See *Consent to Release Student Information*, page 7)

Eligibility of Adults

There are two types of adults eligible for registration in the Federal Quota Program:

- School-aged students registered with the Department of Education, aged 22 and over, are required by the federal government to be registered as adults in their grade field. If these students have a guardian, even though they are over age 18, they must have a guardian permission on file.

- Adults in vocational or rehabilitation programs who have received a minimum of 120 hours of documented instruction in the previous calendar year also qualify for registration in this program. Social and leisure programs do not qualify as instruction. Student practice to develop skills can be included in instructional hours. These students should be registered by an agency serving adults in a vocational or rehabilitation program. Adults with a guardian must have parent/legal guardian permission.

Eligibility of Infants

Eligible infants (birth to three) can be registered if they are enrolled in a formally organized, regularly scheduled educational or training program and have a written education plan. An individualized family service plan (IFSP) or any other written plan may be used. This includes any child diagnosed with a vision impairment, or suspected of having a vision impairment, with a high probability of resulting in developmental disability. Parent/guardian permissions are required for all students in the birth to three age group.

Eligibility of School-Aged Children

Eligible children (preschool through high school) can be registered if they are enrolled in a formally organized, regularly scheduled educational or training program and have a written education plan. An individualized education program (IEP) under the Individuals with Disabilities Education Act, or any other written education plan may be used.

Parent/guardian permissions are required for all students in preschool through their eighteenth birthday. If the child has a guardian, a parent/legal guardian permission is still required no matter the age.

Eligibility of Homebound Students

Eligible homebound students can be registered if they are enrolled in a formally organized, regularly scheduled educational or training program, have a written education plan, and a parent/guardian permission.

Eligibility of Students Who Are Home Schooled

For students who are blind and visually impaired and are home schooled to prove eligible for registration in the Federal Quota Program, the home school program must meet the guidelines and/or procedures in effect within each individual state. Students must have a written education plan and a parent/guardian permission.

Note: Students served under the following federal programs are not eligible for the federal quota program administered by APH. Military Base schools under the Department of Defense Education Agency and Reservation Schools under the Bureau of Indian Affairs.

Definition of School Age

For the purposes of Federal Quota Registration, school age is to be determined by the state law of each respective state *(Indiana School Age [03 through 21]*).

Required Documentation

The following documents must be on file with the agency or school in the event an audit requires evidence of the student's educational program or visual acuity. (Please do not submit these documents to the APH or to the IERC).

- **Written individualized education plan** - for each student registered. The verification that the student is in a formally organized educational program may be an individualized family service plan (IFSP), an individualized education program (IEP) under the Individuals with Disabilities Education Act, a 504 Plan, or any other written education plan.

- **Parent/legal Guardian Permission - Consent to Release Student Information** - Each infant, preschool, or school-aged student must have a signed parent permission form to be registered in the Federal Quota Program. If a student is an adult (18 or older) and is his/her own guardian, parent permission is no longer required. In these cases, if the student is subject to the Family Educational Rights and privacy Act (FERPA) and Individuals with Disabilities Education Act (IDEA), the student will need to provide permission for release of personally identifiable information (PII) (name, birth date, school district, grade placement, an indication of visual function, primary language, and the primary and secondary reading medium) with the American Printing House for the Blind for the purpose of the Federal Quota registration.

  Parent permissions do not need to be collected on an annual basis. Parent permission, once approved, is valid until the student is no longer covered via FERPA or IDEA. However, if a student moves from one account to another or between local education agencies (LEA), the parent signatures could transfer if the agencies involved have an interagency agreement to share permission forms. The best practice would be to obtain a new parent /legal guardian permission to release student information when the student moves to a new reporting agency or school.

  Signed permission forms are not kept by the IERC or APH. It is the responsibility of the local education agency to secure and retain permissions and to decide where the signed permission forms are stored at the local level. To facilitate this requirement, a *Parental Consent Letter and Form*, which may be circulated to parents of students with visual impairments, is available for download on the IERC web page or on the ICAM forms web page, APH Census Resource.

Duplicate Registration

Students cannot be registered by two accounts (e.g., by a private school and the local education agency). If a student is attending two programs, the agencies involved must work together to determine which account will register the student. The agency providing the major portion of *specialized* educational services (primary service delivery) is usually the account with which the student is registered.

Private Nonprofit Schools/Agencies

Students who are enrolled in a non-public school. This would include students previously registered in a public school, but as of the first Monday in January are enrolled in a private school (i.e., LEA's serving students who are enrolled in private schools). The student's name must be deleted from the public-school registration and added to the private school registration or vice versa.

INSTRUCTIONS FOR COMPLETING THE REGISTRATION

The Annual Census registration is conducted online via the ICAM web interface. Prior to the start of the census, in early December, teachers of students who are blind or have low vision will be designated by the IERC to complete the Annual Census beginning January 1, 2024. The IERC appointed designee will be responsible to update/edit **ALL** existing student data, delete, and/or add new students who are blind or low vision, then Save the student information within the specified registration time frame. Designees are encouraged to verify and review Annual Census student information with their Directors of Special Education prior to updating and submitting it on the ICAM.

Basic Process of Registration

- <u>Updating/Editing students</u> who were registered the previous year

- <u>Deleting students</u> who are no longer to be registered by your account

- <u>Adding new students</u> who need to be registered

<u>Updating/Editing Students</u>

Designees, upon login, will click on the *Administration* link under the "Annual Census" Menu. A list of School Corporations/Districts which you will be responsible to administer will be listed. Select a School Corporation/District from the District list. Once selected, a list of students is provided. Click on the Edit link to the left of each student name to update the student information then submit.

- <u>Important</u>: Be sure to update the Grade, Written Plan Date, Primary Language of Learner, and the Reading Media information (based on the student's functional literacy assessment). The Primary and Secondary Reading Media is required.
- *Updating Reading Mediums.* The Other reading medium is optional per APH, but ICAM requires this to be completed. If there is not a third or Other Reading Media, please select NA or Not Applicable as the default. Only one medium can be chosen for the secondary and third reading medium fields. Do not duplicate a reading medium in the primary, secondary, and third media fields.
- *Updating a Student's Name or Date of Birth.* Please verify these fields for accuracy. The system will not allow you to update the student's name or date of birth. Please contact the IERC if these fields need to be changed.
- Once the student information has been updated and the information submitted, the student's name will move from the top of the list to the *locked* list at the bottom. Once a student record is locked, the student information is no longer able to be updated or edited. Please contact the IERC if you need to make changes to a student who is in locked status.
- Please use the *Note* field to indicate twins, triplets etc., and the name of the private or parochial school if the student you are registering attends a private school but is being served by your school corporation.

If you have a student who has recently moved into your school corporation and is not on your school corporation list, he/she may already be registered in the ICAM. Please contact the IERC for assistance.

Please note, that the *Edit Student* function is not available during the open APH Annual Census registration phase. Normally, for a new move-in student, the DRM or authorized VI Teacher would update the student information using the *Edit Student* function under the VI Student Menu. If the student was not updated prior to the APH Census, *Edit Student* will not be available until the APH Annual Census is closed.

<u>Deleting students</u>. In the Student Registration Screen, under Status, select *Delete*. Please make any comments regarding the deletion in the *Notes* field.

If your student has *moved*, in the Student Registration Screen, under Status, select *Moved*. Please indicate in the *Notes* field the new school corporation in Indiana the student is attending, if known.

Please Note: Students in your school corporation who are currently attending the Indiana School for the Blind and Visually Impaired (ISBVI) should be changed to "moved" status. ISBVI is required to register all students residing at their school with the APH for federal quota funding.

If your student has *graduated*, in the Student Registration Screen, under Status, select *Graduated*.

<u>Adding new students</u>. *"*New students" are students **not** previously registered in the ICAM by you or another school corporation in Indiana. Adding a new student may be done from the *New VI Student* function under the "VI Student Menu" or using the link next to the New Students under the updated student list.

Please note: New students will appear on the list of Added Students **after** they are approved by the IERC, not immediately after being added by the designee.

View the *2024 Annual Census of Students Who Are Legally Blind: [ICAM Step-by-Step Instructions](#)*
on the IERC website.

INFORMATION TO BE REPORTED

For each eligible student, the following data must be reported:
- (1) School Corporation
- (2) Last Name
- (3) First Name
- (4) Middle Name or Initial
- (5) Date of Birth
- (6) Grade Placement
- (7) Primary Language of Learner
- (8) Primary Reading Media
- (9) Secondary Reading Media
- (10) Other Reading Media
- (11) Visual Acuity in Right Eye (OD)
- (12) Visual Acuity in Left Eye (OS)
- (13) Parental Consent
- (14) Notes

DEFINITIONS OF INFORMATION AND REPORTING CODES

(1)   School Corporation

Select the school corporation from the school corporation dropdown in which the student is enrolled.

(2, 3, 4) Name of student - Last, First, Middle

Please verify existing students' first and last name for accuracy. If adding a new student, report each student's full name using upper and lower case in this order: last name, first name (e.g., Doe, John). Middle name/initial is not required but is highly recommended. The system will not allow you to update this information for students preciously registered. Please contact the IERC if these fields need to be changed.

(5)   Date of birth

Please verify the existing student's date of birth for accuracy. The system will not allow you to update this information for students previously registered. Please contact the IERC if these fields need to be changed. When registering new students, the student's date of birth must be reported in numbers in this sequence: month, day, year (e.g., 6/3/1975).

(6)   Grade Placement

Report the grade placement for each student using the appropriate code shown on page 11, being certain the grade placement reported accurately reflects each student's actual placement. Only these codes are accepted. Students who exceed school age by state law must be registered as Adult Students (Reporting Code "AD").

Grade Placement Categories and Reporting Codes

Reporting Code   **Definition of Student Placement Category**

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...11   **School Aged Students**
Determined by state law, in regular academic grades 1 through 11
Please indicate grade placement by using numerals 01 through 11.

12+   **Students who are in grade 12 or are continuing to receive special education services under IDEA until the student turns age 22.**

AD   **Adult Students**
Students aged 22 and above by the first Monday in January. Adults in vocational or rehabilitation programs who have received a minimum of 120 hours of documented instruction in the previous calendar year (January 1 – December 31, 2023) also qualify for registration in this program. Social and leisure programs do not qualify as instruction. Student practice to develop skills can be included in instructional hours. These students should be registered by an agency serving adults in a vocational or rehabilitation program. Adults with a guardian must have parent/legal guardian permission.

Please Note: The Federal Government requires that all students above the state's age/grade limitation for high school be registered as adults.

(7) Primary Language of Learner

Report the primary language of the student *used for instruction* in the classroom.

EN   **English**
SP   **Spanish**
OT   **Other**
(Languages other than English and Spanish used for instruction and submitted to you when you gather your data: e.g., French, ASL, etc.).

(8) Primary Reading Medium (PRM) Reporting Codes (Required)

The primary reading medium is to be reported for each student using the following reporting codes. Please indicate the student's primary reading media as documented by the functional literacy/media assessment and written education plan. Only these codes will be accepted.

Note: Preschoolers identified as visual, braille, or auditory readers should be reported using the appropriate media codes.

Reporting Codes

V **Visual**
Students primarily using print as their instructional media.

B **Braille**
Students primarily using braille as their instructional media.

A **Auditory**
Students primarily using a reader or auditory materials as their instructional media.

PRE **Pre-readers**
Infants, preschoolers, or older students working on emergent literacy skills that lay the foundation for future reading.

S **Symbolic**
A Symbolic Reader is one that accesses printed materials with tangible two- or three- dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning materials.

(9) Secondary Reading Media (SRM) Reporting Codes (Required)

A secondary reading medium is a required category/field. Please indicate a secondary reading media that your student is using as documented by the functional literacy/media assessment and written education plan. Only one medium can be chosen and entered in the secondary reading medium field and cannot duplicate the primary reading medium.

Reporting Codes

V **Visual**
  Students primarily using print as their instructional media.

B **Braille**
  Students primarily using braille as their instructional media.

A **Auditory**
  Students primarily using a reader or auditory materials as their instructional media.

NA **Not Applicable**
  Symbolic, pre-readers, or students with no additional reading media. Symbolic readers default to NA in their secondary reading medium.

Note: Please do not duplicate a reading medium in the primary and secondary media fields.

(10) Other Reading Media (ORM) Reporting Codes (Optional)

Please indicate the other or third reading media that your student is using as documented by the functional literacy/media assessment and written education plan <u>or</u> default to NA. Only one medium can be chosen and entered in the "Other" reading media field and cannot duplicate the primary or secondary reading medium.

Reporting Codes

V **Visual**
  Students primarily using print as their instructional media.

B **Braille**
  Students primarily using braille as their instructional media.

A **Auditory**
  Students primarily using a reader or auditory materials as their instructional media.

NA **Not Applicable**
  Symbolic, pre-readers, or students with no additional reading media.

Note: Please do not duplicate a reading medium in the secondary and other reading media fields.

(11,12) Visual Acuity OD (Right) and OS (Left) - Measurement of Vision with Correction

- Measurements of visual acuity performed by an ophthalmologist, or an optometrist must be indicated for each student. These visual measurements are to be reported using the codes listed on page 16. **NOTE: The IERC will use the visual measurements entered to determine which Functionality Code your student will fall within for the APH registration: Meets the Definition of Blindness (MDB), Functions at the Definition of Blindness (FDB), or the Individuals with Disabilities Education Act (IDEA).**

- A separate measurement should be given for each eye on the eye report when possible.

- The actual eye report form must be on file with the agency or school where the student is enrolled in the event that an audit requires evidence of the student's visual measurement.

- Measurements should be stated in terms of distance on the Snellen Chart whenever possible. Educational vision assessment, glasses/lens prescriptions, diseases of the eye, and eye conditions are NOT acceptable reporting codes.

- Functions at the Definition of Blindness (FDB) is a category indicating blindness due to brain injury or dysfunction. When visual function meets the definition of blindness as determined by an eye care specialist (ophthalmologist or optometrist) or another medical doctor such as a neurologist. Students in this category manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral visual impairment (i.e., brain injury or dysfunction).

Vision Measurements and Reporting Codes

Reporting Codes   **Measurements of Visual Acuities**

Example: **20/200**   **Distance Vision**
Report OD (right eye) and OS (left eye) visual acuities using a Snellen chart, or an acuity determined in Snellen equivalents) with the best correction, (i.e. 20/200)

VF and the degree   **Visual Field**
of restriction   Restricted Field of 20 degrees or less
(e.g., VF20; VF6)

CF   **Counts Fingers**
Should be used only when an eye specialist finds it is not possible to obtain an acuity using the Snellen Chart.

FDB   **Functions at the Definition of Blindness**
Should be used when visual functioning is reduced by a brain injury or dysfunction and visual acuity are not possible to determine using the Snellen Chart. *Visual function must meet the legal definition of blindness.*

HM   **Hand Movements**
Should be used only when an eye specialist finds it is not possible to obtain an acuity using the Snellen Chart.

OP   **Object Perception**
Descriptions or codes such as "Fix and Follow" might equate to this measure but should be individually assessed.

LP   **Light Perception**
Light Perception Only or No Light Perception or Perceives and Localizes Light

NIL   **Totally Blind or NIL**

(13)   Parental Consent

Under "Parental Consent" on the Student Information Screen, please select "Yes" if parental consent is on file. Select "No" if parental consent is not on file.

(14)   Notes Field

Please use the *Notes* field on the ICAM student registration screen to record the following information for the Annual Census:

*   Twins, triplets, etc. - if the student you are registering is a twin, triplet, etc., please indicate.
*   The name of the private school if the student you are registering attends a private school but is being served by your school corporation.

Deadline: February 15, 2024

**The Annual Census will
close on this date.**

For additional information or questions,
please call the IERC at (317) 554-2740 or 1-800-833-2198.