

**2023 Annual Census of Students Who Are Legally Blind for:
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 2, 2023

Registration Deadline:
February 15, 2023

CONTENTS

	<i>Page</i>
Overview.....	<u>3</u>
Eligibility for Federal Quota Registration	<u>4</u>
Important Notes	<u>6</u>
Instructions for Completing the Registration	<u>8</u>
Information to be Reported.....	<u>10</u>
Definitions of Required Information and Reporting Codes.....	<u>10</u>
School Corporation	<u>10</u>
Name of Student: Last, First and Middle.....	<u>10</u>
Date of Birth	<u>10</u>
Grade Placement	<u>11</u>
Primary Language of Learner	<u>12</u>
Primary Reading Media (PRM).....	<u>12</u>
Secondary Reading Media (SRM).....	<u>13</u>
Other Reading Media (ORM).....	<u>13</u>
Visual Acuity OD and OS, Measurement of Vision with Correction.....	<u>14</u>
Parental Consent	<u>16</u>
Notes Field.....	<u>16</u>

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 2, 2023.

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).
- 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, to be registered, must have been enrolled in a documented instructional program for a minimum of twelve (12) weeks receiving a minimum of twenty hours of documented instruction per week in the preceding calendar year (January 1 through December 31, 2022).

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 6)

Eligibility of (True) Adults

Adults must receive a minimum of 20 hours of documented instruction per week for twelve weeks in an educational or rehabilitative program in the previous calendar year to be registered (January 1 through December 31, 2022). The twelve weeks do not need to be consecutive. Social and leisure programs do not qualify as instruction. However, student practice to develop skills can be included instructional hours. For these purposes, an adult is a student over school age as determined by respective state law. Students who have a guardian must have a permission on file.

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. They can be registered with a note from their pediatrician, or any eye care specialist, stating they meet the definition of blindness since an actual acuity is impossible to obtain at this age. Once the student turns three, a new, official eye report from their eye care specialist, (optometrist/ophthalmologist) must be obtained with acuities to determine if they meet the definition of blindness, or from their neurologist if they function at the definition of blindness due to a brain injury. Parent permissions are also required for this 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 and have a written education plan.

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.

IMPORTANT NOTES

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. This verification, that documents the student is in a formally organized educational program, may be an IEP, a 504, or any other written education plan.
- **Current eye report** - by an ophthalmologist or an optometrist must be on file where the student is enrolled. (A report from a neurologist, etc., is acceptable for students classified as 'Functions at the Definition of Blindness'.) Measurements of visual acuity must be current as defined by your agency, state, or governing authority. Meaning, except for students who are totally blind or whose eyes have been enucleated or who have proven non-changing eye conditions, it is up to the local school corporation or state entity to determine what "**current**" means to that individual entity. What does this mean for Indiana students? Per Article 7, as current eye reports remain a required part of the eligibility criteria when determining eligibility for blind or low vision services and/or to determine the need for reevaluation, you will continue to enter the date of the most recent eye report (as determined by the CCC) into the annual census. If this date is older than three years **AND** it has been established by your agency or local school corporation that this is still considered "current", it will not keep you from registering your student on the annual census.

Exceptions for a current eye report include students who are totally blind or whose eyes have been enucleated or who have proven non-changing eye conditions.

- **Consent to Release Student Information/Parent Permissions** - 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 FERPA and IDEA, the student will need to provide permission for release of personally identifiable information (PII) (name, birthday, school district, grade placement, an indication of visual function, primary language, and the primary and secondary reading medium to the American Printing House for the Blind for the purpose for the Federal Quota registration).

Signed permission forms are not kept by the IERC or APH. It is the responsibility of 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.

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 or the parent withdraws permission. 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. If not, parent permission would need to be obtained to release student information when the student moves to a new reporting agency or school district.

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 2, 2023. 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 on the ICAM.

Basic Process of Registration

- Updating/Editing students who were registered the previous year
- Deleting students who are no longer to be registered by your account
- Adding new students who need to be registered

Updating/Editing Students

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.

- Important: 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.

Deleting students. 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*.

Adding new students. “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 *2023 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 previously registered. Please contact the IERC if these fields need to be changed.

(5) Date of birth

Please verify 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. If 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+	(NEW 2023) 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 must be receiving a minimum of 20 hours of documented instruction per week for twelve weeks in an educational or rehabilitative program in the previous calendar year (January 1 – December 31, 2022). The twelve weeks do not need to be consecutive. Social and leisure programs do not qualify as instruction. However, student practice to develop skills can be included in instructional hours. For these purposes, an adult is a student over school age as determined by respective state law. 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 (NEW 2023)

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 or 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. *Exceptions for a current eye report include students who are totally blind or whose eyes have been enucleated or who have proven non-changing eye conditions.* These visual measurements are to be reported using only the codes listed on page 15.
- Measurements of visual acuity must be current as defined by your agency, state, or governing authority. Meaning, with the exception of students who are totally blind or whose eyes have been enucleated or who have proven non-changing eye conditions, it is up to the local school corporation or state entity to determine what “**current**” means to that individual entity. What does this mean for Indiana students? Per Article 7, as current eye reports remain a required part of the eligibility criteria when determining eligibility for blind or low vision services and/or to determine the need for reevaluation, you will continue to enter the date of the most recent eye report (as determined by the CCC) into the annual census. If this date is older than three years **AND** it has been established by your agency or local school corporation that this is still considered “current”, it will not keep you from registering your student on the annual census.
- A separate measurement should be given for each eye on the eye report when possible. If not, the report must indicate that the patient meets the legal definition of blindness.
- 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. 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).

A medical diagnosis alone *will not be accepted* as a defining measure of registration in this program. For example, a student with a medical diagnosis of cortical visual impairment may or may not meet the definition of blindness. Therefore, a note from the doctor that states the student functions at the definition of blindness, or words that mean the same thing, is required to be registered under FDB.

- Even in the case of a non-communicative or non-responsive student, there must be verification that the student meets the definition of blindness as outlined in these instructions.
- The statements FIX AND FOLLOW, CORTICALLY BLIND and NOT ABLE TO TEST will not be accepted as a visual measurement. The report must indicate that the student functions at the definition of blindness, i.e., FDB or a statement from the ophthalmologist or optometrist stating that “IN MY OPINION THIS CHILD IS LEGALLY BLIND” to document that the student meets the legal definition of blindness.

Vision Measurements and Reporting Codes

Reporting Codes	Measurements of Visual Acuities
Example: 20/200 or 20/400	Distance Vision 20/200 or less (Using a Snellen chart or an acuity determined in Snellen equivalents) in the better eye with the best correction
VF and the degree of restriction (e.g., VF20; VF6)	Visual Field Restricted Field of 20 degrees or less
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. <i>Visual function must meet the legal definition of blindness.</i>
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, 2023

**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.