

APH FEDERAL QUOTA Census Completion Guide

This guide is designed to assist you in the completion of your district's APH Federal Quota Census. Data from last year's census is still in your Sharepoint Student Registration folder. Please update the information by filling out the new form and be sure to add any new students who were not registered last year. Upload the registration form into your district's MIRC Sharepoint Student Registration folder with the file named as follows: districtname__ FEDERALQUOTAregistration. Please email Dr. Jeremy Stinson at jstinson@mdek12.org or call (601) 984-8266 if you need further assistance.

Definitions of Required Information and Reporting Codes

- 1. Student Name-** Report each student's full name using upper and lower case in this order: last name, first name, middle name (e.g., Doe, John G). The middle name is not required, but it is highly recommended to supply an initial or middle name unless the information is not available.
- 2. Date of Birth-** Give the student's date of birth in numbers using this sequence: month, day, year (e.g., 06/03/1985).
- 3. Current Grade-** Please carefully review the following chart of student placement categories, being certain the grade placement reported accurately reflects each student's actual placement. Only the following codes will be accepted. **Report the current grade as of the first Monday in January.**

Note: Students who exceed school age as determined by respective state law **must** be registered as Adult Students (Reporting Code "AD").

a. Adult Students- Includes all eligible participants over school age as determined by individual state law, in instructional programs of less than college level.

Reporting Code for Adult Students: AD

Definition of Adult Students Still Enrolled in High School or Below

Per the Federal Government, students that are still registered in high school or below and are above your state's age/grade limitation for high school must be coded as adults in their grade field. This does not mean that they

cannot be registered in this program. It does mean that per the federal government they must be coded as adults or AD in their grade field.

For the purposes of Federal Quota Registration, school age is to be determined by the state law of each respective state.

b. Preschool through Twelfth Grade Reporting Codes

Reporting Code	Definition
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 Non-Graded: 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 non-traditional diploma. Could include students in a vocational program.
TR	Transition Students: Students of school age, as determined by state law, in secondary instructional programs designed to supplement the traditional academic curriculum. 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)

4. Vision Function

There are only two reporting codes used when registering students: Meets the Definition of Blindness (MDB) or Functions at the Definition of Blindness (FDB).

For students to be eligible to participate in the Federal Quota Program, they **MUST** fulfill the following requirement:

Meets the definition of blindness (MDB) – a central visual acuity of 20/200 or less (using a Snellen chart or an acuity determined in Snellen equivalents) in the better eye with the best correction or a peripheral field of vision no greater than 20°.

Tips to help understand visual acuity:

- “Corrected” or “with correction” is the student’s visual acuity with an aid such as glasses or contacts.
- As the denominator (bottom number) of a visual acuity increases, the student’s vision worsens.
- The “better eye” has the visual acuity with the lowest denominator.
- To qualify as MDB, the denominator for the corrected visual acuity of the better eye must be 200 or greater or the student’s field of vision must be 20° or less.
- For example, a student with corrected visual acuities of 20/300 in the left eye and 20/600 in the right eye would qualify as MDB. In this example, the better eye (left) has a corrected visual acuity of 20/300, which has a denominator that is greater than 200.
- A student would not qualify as MDB with corrected visual acuities of 20/300 in the left eye and 20/150 in the right eye because the better eye (right) has a corrected visual acuity of 20/150, which has a denominator that is less than 200.
- As far as a peripheral field of vision example, a student would qualify as MDB if the field of vision on the eye report is 15°, whereas a student with a field of vision of 25° would not qualify.

OR

Functions 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 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 (e.g. brain injury or dysfunction).

IMPORTANT: If a student does not qualify for federal quota funds as MDB or FDB, he/she can still qualify for MIRC support as a NON-QUOTA student who is visually impaired. The NON-QUOTA students should be registered on the NON-QUOTA registration form in the MIRC Sharepoint Student Registration folder. You will also find instructions in the folder to assist you in completing the NON-QUOTA registration form.

5. Primary Language of Learner

- **English (EN)**
- **Spanish (SP)**
- **Other (OT)** -languages other than English and Spanish **used for instruction**

6. Primary Reading Media

The primary reading medium is to be reported for each student using the following reporting codes. Only these codes will be accepted.

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

Reporting Code	Primary Reading Medium
V	<u>Visual</u> Readers: Student primarily using <u>print</u> as their instructional media
B	<u>Braille</u> Readers: Students primarily using <u>braille</u> as their instructional media
A	<u>Auditory</u> Readers: Students primarily using <u>a reader or auditory materials</u> as their instructional media
PRE	<u>Prereaders</u> : Students <u>working on or toward a readiness level</u> ; infants, preschoolers, or older students with reading potential
SN	<u>Symbolic/Non-Readers</u> : Non-reading students; students <u>not working on or toward a readiness level</u> ; students who <u>do not demonstrate traditional print or Braille reading potential</u> (symbolic readers); students who <u>do not fall into any of the above categories</u>

7. Secondary Reading Medium

In addition to listing a primary reading medium, a secondary reading medium is also a required category/field. Only one medium can be chosen and entered in the secondary reading medium field to provide more accurate statistics.

Reporting Code	Secondary Reading Medium
V	<u>Visual</u> : Students use print to some extent
B	<u>Braille</u> : Students use braille to some extent
A	<u>Auditory</u> : Students use a reader or auditory materials to some extent
NA	<u>Not Applicable</u> : Nonreaders, prereaders, or students with no additional reading media

Note: Please remember that you may not duplicate a reading medium in the primary and secondary reading media fields.

8. Other (or Third) Reading Medium (optional)

An optional other (or third) reading medium field has been added for your convenience. This field is not required, but you may choose to report another reading medium.

Reporting Code	Other (or Third) Reading Medium
V	<u>Visual</u> : Students use print to some extent
B	<u>Braille</u> : Students use braille to some extent
A	<u>Auditory</u> : Students use a reader or auditory materials to some extent
NA	<u>Not Applicable</u> : Nonreaders, prereaders, or students with no additional reading media

Note: Please remember that you may not duplicate a reading medium in the second and third reading media fields except for NA.

9. **Parent Consent** – The APH & MIRC Parent Consent Form must be completed, signed, and on file in the district and at MIRC before materials are shipped. Place a check in the “Yes” box once the form is on file.

10. **Visual Acuity Verified** – Place a check in the “Yes” box once you have verified that a student qualifies for federal quota funds as MDB or FDB. As a reminder, a student qualifies as MDB if the corrected visual acuity in the better eye is less than 20/200 (i.e. 20/300) or the peripheral field of vision is 20° or less. To qualify as FDB, students manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral visual impairment (e.g. brain injury or dysfunction).

11. **Notes to MIRC Regarding Students-** This is a free form section to indicate other information such as siblings, twins, triplets, the student moved to another district, the student graduated, etc.

12. **Important Reminders-**

- Be sure to use a valid eye report that is no more than three years old by August 1, 2020, which means the eye report should have been done between August 1, 2017 and August 1, 2020.
- 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 definition of blindness.
- The eye report must be on file at the local school district or center where the student is enrolled and at the MIRC in the event an auditor requires evidence of the student’s visual impairment.
- **Diseases of the eye are *NOT* acceptable reporting codes.**
- Functions at the Definition of Blindness (FDB) is a category indicating blindness due to brain injury or dysfunction. A student whose visual performance is reduced by a brain injury or dysfunction may be considered blind for educational purposes 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.
- Even in the case of a non-communicative or non-responsive student, there must be verification that the student meets the definition of blindness or functions at the definition of blindness as outlined in these instructions.
- **Counts Fingers:** Should be used only when an eye specialist finds it is not possible to obtain an acuity using the Snellen Chart
- **Hand Movements:** Should be used only when an eye specialist finds it is not possible to obtain an acuity using the Snellen Chart

- **Object Perception:** descriptions or codes such as “Fix and Follow” might equate to this measure but should be individually assessed
- Possible indications of blindness on the eye report include: Light Perception Only, No Light Perception, Totally Blind or NIL.
- **IMPORTANT:** If a student does not qualify for federal quota funds as MDB or FDB, he/she can still qualify for MIRC support as a NON- QUOTA student who is visually impaired. The NON-QUOTA students should be registered on the NON-QUOTA registration form in the MIRC Sharepoint Student Registration folder. You will also find instructions in the folder to assist you in completing the NON-QUOTA registration form.

NOTE: The above information is for reference purposes only to help you determine if a student qualifies for the Federal Quota Program. It is important to complete the registration form accurately and completely in the event of an audit. Data reported by the district on the Student Registration Federal Quota Census Form will be entered by the MIRC director into the national database exactly as it appears on the form unless there are discrepancies when compared with the eye report. If an error is detected on the registration form, the MIRC director will return the form to the district contact for correction. If you have further questions, please contact Dr. Jeremy Stinson at jstinson@mdek12.org or (601) 984-8266.