



American Printing House
for the Blind, Inc.

Federal Quota Census Program

2015

Directions for Completing and Submitting
Registrations

2015 Federal Quota Census

Each year Congress appropriates money to the American Printing House for the Blind (APH) to assist states in providing students with visual impairment access to special materials.

This money is used for educational programs below the college level. The total amount of dollars, determined by Congress, is divided into an allocation by state that is based on the number of eligible students registered in that state with APH. **These funds will help your district purchase materials for qualifying students.**

Directions for Completing and Submitting Registrations of Blind Students Form to NMSBVI

- Review Accompanying Information
- Ensure you have **Current Eye Report (Within 3 Years)***
- Ensure you have a written education plan (may be an IEP, 504, or another written action plan) on file for each student you register
- Enter appropriate information for each student you register
- **Retain a copy** for your records
- **Submit the registration form only to Cheryl Petree**

Submitting Registration Form

Submit Registration Form
Only To:

Cheryl Petree

cherylpetree@nmsbvi.k12.nm.us

NMSBVI

1900 North White Sands Blvd

Alamogordo, NM

88310

Deadline:

February 9, 2015

Failure to return the
registration form

by the deadline, may
result in your students
not being

registered with APH and
may make them ineligible
for certain educational
materials.

Eligibility For Federal Quota Registration

- **MDB** – a central visual acuity of 20/200 or less in the better eye with best correction (using the Snellen Chart) or a visual field of 20 degrees or less

or

- **FDB** – when visual function meets the definition of blindness as determined by an eye care specialist (ophthalmologist or optometrist) or other medical doctor such as a neurologist
- **Less than college level work** - federal law limits registration to persons working at less than college level

Eligibility For Federal Quota Registration Cont.

No age limitation - Be enrolled in a formally organized public or private, nonprofit educational program of less than college level

School-aged students must be enrolled with their registering agency on the first Monday in January

Adult students must have been registered for 12 weeks in the previous calendar year with a minimum of 20 hours per week of documented intervention

Eligibility For Federal Quota Registration Cont.

Adult Students - Social and leisure programs do not qualify as instruction

Infants must be in a formally organized program and have a written education plan

Home-schooled students must meet guidelines and/or procedures in effect within each individual state and have a written education plan

Primary Language of Learner

- **Was:**
Primary language ~~spoken~~ in the classroom
- **Now:**
Primary language *used for instruction* in the classroom
- ~~N/A (not applicable)~~ – option no longer valid in 2014

GOODBYE!

- N/A used in 2013 must be changed to one of the other codes in 2014:
 - EN** – English
 - SP** – Spanish
 - OT** – Other

Reading Medium

- **Primary Reading Medium (PRM) Codes**
 - **A** = Auditory
 - **B** = Braille
 - **N** = Non-reader
 - **PRE** = Pre-reader (replaces the P codes used in the past)
 - **V** = Visual (large print readers)

Reading Medium Cont.

- **Secondary Reading Medium (SRM) Codes**
 - **A** = Auditory
 - **B** = Braille
 - **NA** = Not Applicable
 - **V** = Visual (large print readers)
- **Other Reading Medium (ORM) Codes**
 - Not a required field
 - Same codes as SRM
 - Defaults to NA

Student Grade Placement- New Grade Codes Grade Codes No Longer Valid

Grade Codes No Longer Valid in 2014

- ~~VO~~ (Vocational)
- ~~PG~~ (Post Graduate)
- Students registered in 2013 with either of these grade codes must be given a new grade code



Student Grade Placement- New Grade Codes

New Grade Codes for 2014

- **FC (Functional Curriculum Students)** Students in Grades 01-12 working toward a graduation certificate or non-traditional diploma
- **TR (Transition Students)** Students of school age, as determined by state law, in secondary instructional programs designed to supplement the traditional curriculum

Student Grade Placement

Grade Codes that Have Not Changed

- **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

Student Grade Placement

Grade Codes that Have Not Changed cont.

- **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.
- **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)

NOTE: *Federal Government requires that all students above your state's age/grade limitation for high school be registered as adults!*

Eye Diagnosis and Program Type

Beginning with the 2013 Federal Quota Census, the eye diagnosis and program type are required data in New Mexico and therefore, they will be required fields when you register any student. This applies whether the student you are updating is new or a previously registered student.

- Eye Diagnosis- eye condition listed on the most current eye exam

Eye Diagnosis and Program Type Cont.

| Reporting Code REQUIRED | Program Type |
|----------------------------|---|
| A | Academic: Visually impaired only; regular classroom setting; inclusion student; takes standardized tests with peers; IEP: standard graduation option |
| C | Career or Developmental: Visually impaired with other developmental delays; special education class with some mainstreaming; IEP: career graduation option |
| M | Individualized Service Plan: Visual impairment with significant additional disabilities; intensive support classroom; one-on-one assistance; usually have cognitive impairments; IEP: ability graduation option |

Registration Form Example

2015 Preliminary Student Registration Form

Account #: School District:

"As of" date: January 5, 2015

| Year | ID Number | Student Name Last/First/Middle | DOB | Grade | Function or RA/LA | Language | PRM | 2nd RM | 3rd or Other RM | Eye Condition | Program Type |
|------------------|-----------|-----------------------------------|-----|-------|----------------------|----------|-----|--------|--------------------|---------------|--------------|
| 2015 | APH Use | | | | | | | | | | |
| Free Form Entry: | | | | | | | | | | | |
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Questions?????

Please Call or Email

Cheryl Petree

575-439-4439

Cell- 575-430-3102

cherylpetree@nmsbvi.k12.nm.us

Or

Beth Lyle

505-271-3076

bethlyle@nmsbvi.k12.nm.us