



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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January 6, 2020

TO: Directors, Exceptional Children
Exceptional Children Coordinators
Directors, State Operated Programs
Directors, Residential Facilities
Directors, Private Schools
Chief Administrator, Homeschool

FROM: Sherry H. Thomas, Director

SUBJECT: **ANNUAL REGISTRATION OF LEGALLY BLIND STUDENTS NOW OPEN**

The annual registration of students who qualify as legally blind is now open. Please read the following carefully to ensure accurate and timely submission of information.

The Annual Registration of Legally Blind Students is used to calculate the amount of Federal Quota Funds designated for the purchase of educational materials for eligible students through the American Printing House for the Blind. Students in public and private schools, including home schools, are eligible to participate in this program. To be considered eligible students must meet the following requirements:

1. Student **enrollment** in the LEA as of January 6, 2020;
2. Written **education plan**, such as an IEP, Section 504 Plan, or any other written action plan;
3. Current **eye report** within the past 3 years from an ophthalmologist, optometrist, or neurologist, which indicates the student Meets the definition of blindness (i.e., central visual acuity of 20/200 or less in the better eye with correcting glasses or a peripheral field so contracted that the widest diameter of such field subtends an angular distance no greater than 20 degrees) or Functions at the Definition of Blindness;
4. Signed **Parent Permission Form** for each infant, preschool, or school-aged student registered.

Please note that school systems are responsible for maintaining up to date records in the case a federal or state audit occurs.

If an LEA has an eye report that does not indicate specific acuity and/or field measurements, but the educational staff believes the student meets APH's medical criteria, the **Medical Addendum Form** or the **NC Ophthalmological/Optometric Summary Template** must be completed by an authorized medical professional in order to place the child on the Registration. Authorized medical professionals include the student's: optometrist, ophthalmologist, and/or neurologist.

EXCEPTIONAL CHILDREN DIVISION

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Please note that the **Parent Permission Form, Medical Addendum Form, and NC Ophthalmological/Optometric Summary Template** (if needed), are not collected by NCDPI; rather they are kept in the child's educational file within the LEA.

To register students:

- Enter all eligible students onto a single **NCAPH Data Collection Template**
- Password protect the template
- Send the template as an email attachment to ncaph@dpi.nc.gov
- Submit password used to protect the template to <http://bit.ly/APH-2020-Info>, in order for NCAPH to access the data

Registration opens today, January 6, 2020, and closes February 14, 2020. If your LEA has **no qualifying students**, you must send an email to ncaph@dpi.nc.gov, state your LEA name, and indicate "No Eligible Students."

To access all information and instructions regarding the Annual Legally Blind Registration please visit: <https://ec.ncpublicschools.gov/disability-resources/visual-impairments/north-carolina-vi-outreach>. All referenced forms/templates are attached for your convenience. Any questions about the legally blind registration should be directed to ncaph@dpi.nc.gov.

Please note that the Annual Registration of Legally Blind Students is different from the Deaf-Blind Census. However, a student may qualify for both if the appropriate criteria is met. Information about the Deaf-Blind Census will be distributed in February 2020.

SHT/SV/ac
attachments