



PUBLIC SCHOOLS OF NORTH CAROLINA

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

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November 9, 2017

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

FROM: William J. Hussey *WJH*

SUBJECT: ANNUAL REGISTRATION OF LEGALLY BLIND STUDENTS

It is almost time for the annual registration of students who qualify as legally blind. 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 (APH). Students in public and private schools, including home schools, may participate in this program. Information gathered determines individual school allotment of federal funds for the following school year. **Procedures for collecting and submitting information has changed and is outlined below.**

Beginning this school year, parental permission is required for an eligible student to be registered on the legally blind census. According to the American Printing House for the Blind (APH), a parent may give consent one time and it is valid for as long as the student remains in the LEA. If the student enrolls in a new LEA, the parent must provide consent again for the new LEA. Additionally, Exceptional Children Directors will need to sign an *Acknowledgement and Assurances* form. This form indicates acknowledgement that written parental permission is required prior to the exchange of information with the Exceptional Children Division in order to register a student; and, that a current eye report (within three years) for all eligible students is on file in the LEA. The Exceptional Children Director's signature is needed one time and is valid as long as s/he remains in the LEA. If a new EC Director is named, a new *Acknowledgement and Assurances* form will need to be signed.

For the 2018 Legally Blind Registration you can expect the following order of events:

- (November/December) Signing of *EC Director Acknowledgement and Assurance Form* for the APH Legally Blind Registration. Amy Campbell and Crystal Patrick will have forms available to sign during the 67th Annual Conference on Exceptional Children in Greensboro, NC, during the Town Hall meeting and at Registration Desk IV. Forms will also be available at the December regional meetings. If either one of these opportunities is missed, a paper form will be emailed. Forms with original signatures must be received by APH Ex-Officio Trustee, Amy Campbell, by December 31, 2017.

EXCEPTIONAL CHILDREN DIVISION

William J. Hussey, Director | bill.hussey@dpi.nc.gov

6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (919) 807-3969 | Fax (919) 807-3243

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

- (December) Release of January 2017 Registration data sent to each LEA via an encrypted email attachment. The purpose of this is for the LEA to know which students were registered the previous year and may continue to be eligible.
- (December) Release of *Parental Consent to Release Student Information Form* sent to each LEA via an email attachment.
- LEAs should send this form home to any eligible student. The LEA must receive parental consent before exchanging information with the Ex-Officio Trustee, Amy Campbell.
- (January) Distribution of online APH Legally Blind Registration link via an email sent to each EC Director. This year, LEAs will submit requested student information using a secure electronic platform.
- (February) The due date for submission of the Registry information is February 15, 2018. The Rules for Eligibility and instructions for completing the online registration will be accessible at <http://ncaphregistry.ncdpi.wikispaces.net/2018+Annual+Registration>. Please read the instructions carefully to ensure a smooth registration process. If your LEA has no qualifying students, an email must be sent to Amy Campbell, NC Ex-Officio Trustee for APH, at ncaph@dpi.nc.gov, stating your LEA name along with the phrase, “No Eligible Students.”

If you have questions or comments about the above procedures for the Annual Registration of Legally Blind Students, please contact Amy Campbell, 919-807-3988 or ncaph@dpi.nc.gov.

WJH/SV/tt

c: NC Division of Non-Public Education