

# **New Hampshire Department of Education 2024 American Printing House for the Blind (APH) Federal Quota Census Guide**

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## The APH Federal Quota Program

### What is the APH Federal Quota Program?

In 1879, Congress enacted the Federal Act to Promote the Education of the Blind to provide adapted educational materials to eligible individuals, birth through adult, who meet the definition or function at the definition of blindness. An annual registration of eligible individuals determines a per capita amount of money designated for the purchase of educational materials produced by the American Printing House for the Blind (APH). These funds are credited to Federal Quota accounts which are maintained and administered by APH and its Ex-Officio Trustees throughout the country. *Lynnette Lawrence* from the NH Department of Education serves as NH's Ex-Officio Trustee for Family Centered Early Supports & Services (Part C) as well as school age individuals pre-school through grade 12 up to 22 years of age. *Daniel Frye* is NH's Ex-Officio for the Adult Population.

### Why is the APH Federal Quota Census Important?

Individuals who are blind deserve the same opportunities as their sighted peers, especially when it comes to education. Thanks to US Code, Title 20, Chapter 6, APH is able to produce accessible educational materials to help them on their journey of lifelong learning and to prepare them to enter and find success in the workforce.

### How Does the Federal Quota Program Work?

There are Trustees in all our states and outlying areas who manage Federal Quota accounts and the registration of the eligible individuals in their state. These trustees participate in the annual APH Federal Quota Census and then, based on the final registration of individuals, the government provides federal funds for the purchase of specialized educational materials. The funds, based on the registration count provided by the Trustee, go into an account that the Trustee and/or Trustee Assistant uses to purchase educational materials for the individuals they have registered.

### What is Available for Eligible Individuals Registered on the Federal Quota Census?

A wide variety of specially designed and adapted materials are available from APH. Products are available in each area of the core curriculum and expanded core curriculum, such as:

- English and Language Arts
- Mathematics
- Science and Health
- Social Studies
- Fine Arts
- Vocational Education
- Physical Education
- Communication Modes and Literacy
- Sensory Efficiency and Low Vision
- Orientation and Mobility
- Assistive Technology
- Career Education and Transition
- Self Determination
- Daily Living and Social Interaction
- Recreation and Leisure
- Embossers

## Who is Eligible?

In order for individuals to be eligible for registration in the APH Federal Quota Census, they **MUST** meet the requirements as outlined in An Act to Promote the Education of the Blind. All eligible individuals must:

- **Meet the Definition of Blindness:** 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 degrees.
- OR-
- **Function at the Definition of Blindness:** 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. Individuals in this category manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral blindness or low vision (e.g., brain injury or dysfunction). **NOTE:** Educational vision assessments are not acceptable documentation and medical diagnosis are not accepted to verify eligibility.
- OR-
- **Qualifies Under the Individuals with Disabilities Education Act (IDEA) Definition of Visual Impairment:** "An impairment in vision, that, even with correction, adversely affects a child's educational performance" (34 CFR §300.8(c)(13)).

### Additionally, eligible individuals must:

- Be enrolled in a formally organized public or private, nonprofit educational program of less than college level. The educational programs providing services to these individuals can include public, private, and parochial schools as well as home-school programs.
- School-aged individuals including infants, toddlers and preschool children, must be enrolled with the registering school district or area agency on the first Monday in January. Adult students must be registered for at least three months of instruction during the preceding calendar year (an accumulation of 12 weeks\*)

The requirement for an eye report or a doctor's note to verify eligibility has been waived for this federal program per APH President Craig Meador, however, it is still your responsibility to ensure students qualify as Meets the Definition of Blindness or Functions at the Definition of Blindness or Qualifies Under the IDEA Definition of Visual Impairment and therefore an eye report or doctor's note could be helpful to have on file in case of an audit.

There is **NO chronological age limit for eligibility**. Federal law limits registration to persons working at less than college level but places no restriction on the ages of eligible individuals.

### Eligibility of Infants

- Eligible individuals (birth to three), including any child diagnosed with a vision impairment, or suspected of having a vision impairment, with a high probability of resulting in a developmental disability, 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. Parent/Guardian consent is required to be on file at the respective Family Centered Early Supports & Services (FCESS) for all individuals in the birth to three age group.

### **Eligibility of School-Aged Students**

- Eligible individuals (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 IFSP, an individualized education program (IEP) under the Individuals with Disabilities Education Act, a 504 Plan, or any other written education plan may be used. Parent/guardian consent is required to be on file at the School District of Liability or wherever the majority of the student's education is being received, for all students in preschool through their eighteenth birthday. If a student has a guardian, even if they are over age 18, they must have a guardian permission on file.

### **Eligibility of Adults**

There are two types of adults eligible for registration in the Federal Quota Program:

- School-aged students registered with the Department of Education, aged 22 and over, are required by the federal government to be registered as adults in their grade field. If these students have a guardian, even though they are over age 18, they must have a guardian permission on file.
- Adults in vocational or rehabilitation programs who have received a minimum of 120 hours of documented instruction in the previous calendar year also qualify for registration in this program. Social and leisure programs do not qualify as instruction. Student practice to develop skills can be included in instructional hours. These students should be registered by an agency serving adults in a vocational or rehabilitation program. Adults with a guardian must have a parent/legal guardian permission.

### **Eligibility of Homebound Students**

- Eligible homebound students can be registered if they are enrolled in a formally organized, regularly scheduled educational or training program, have a written education plan, and parent/guardian consent. Homebound students should be registered on the Federal Quota Census by their School District of Liability.

### **Eligibility of Home-Schooled Students**

- In order for students who are blind and visually impaired and are home schooled to prove eligible for registration, the home school program should meet the guidelines and/or procedures in effect within each individual state. Students must have a written education plan and parent/guardian consent. To register home-schooled students on the Federal Quota Census, contact Robin Budryk, NH APH Ex-Officio Trustee Assistant, at [Robin.G.Budryk@doe.nh.gov](mailto:Robin.G.Budryk@doe.nh.gov) or 603-271-0818.

## 2024 APH Federal Quota Census Required Documentation

The following documents **must be on file with the Area Agency or School District of Liability** for each registered individual in the event that an audit requires evidence of the individual's Written Education Plan and/or Parent/Guardian Consent or Adult Consent. **NOTE:** *If you have determined that an individual meets the definition of blindness, functions at the definition of blindness, or qualifies under the IDEA definition of visual impairment, verification that an eye report is on file is not required for the 2024 Federal Quota Census.* Please **DO NOT** submit documents to the New Hampshire Department of Education.

- **Written Individual Education Plan (IEP or other), 504, or Individual Family Service Program (IFSP)** to verify that the individual is in a formally organized educational program. It may be an IEP, 504, IFSP, or any other written action plan. An individual who is legally blind can be registered for Federal Quota Funds even if he/she does not currently receive Special Education Services as long as there is a written education plan and parent/guardian consent or adult consent.
- **Parent/Guardian Consent Form or Adult Consent Form:** The Parent/Guardian Consent Form or Adult Consent Form only needs to be signed and obtained once, upon the initial registration of the individual for as long as the individual remains in the same placement. A new signed Parent/Guardian Consent Form or Adult Consent Form will be required when the individual moves to a new agency, school or district. The Parent/Guardian Consent Form or Adult Consent Form remains on file at the school/agency in case of an audit.

*These forms are documentation that the school/agency has notified parents/individuals of their right to consent to release personally identifiable information regarding the Federal Quota Annual Census Registration process in accordance with the Family Educational Rights and Privacy Act (FERPA.) During the Federal Quota Census parents/individuals are asked to consent to the release of personally identifiable information such as name, date of birth, grade placement, school district/agency, indication of visual functioning, and primary and secondary reading medium to the American Printing House for the Blind.*

Collaboration with the Teacher of the Visually Impaired (TVI) or Vision Coordinator working with your agency, school or district is highly encouraged to ensure that all eligible individuals, both new and continuing, are registered in the 2024 APH Federal Quota Census.

Should you need assistance in determining if an individual qualifies for the 2024 APH Federal Quota Census, or assistance with registering an individual, such as a home-schooled student, please contact Lynnette Lawrence, NH APH Ex-Officio Trustee at [Lynnette.E.Lawrence@doe.nh.gov](mailto:Lynnette.E.Lawrence@doe.nh.gov) or 603-271-3294 or Robin Budryk, NH APH Ex-Officio Trustee Assistant, at [Robin.G.Budryk@doe.nh.gov](mailto:Robin.G.Budryk@doe.nh.gov) or 603-271-0818.


## APH Federal Quota Census Online Registration Instructions Monday, January 1, 2024 – Friday, February 16, 2024

### Accessing APH Federal Quota Census Individual Registration – 1/1/24 through 2/16/24

**NOTE: Only Administrators of Special Education, Charter School Directors or 504 Coordinators, and FCESS Administrators have permission to complete the APH Federal Quota Census Registration process.**

1. Log into [myNHDOE](#) using your myNHDOE credentials. If you are **NEW** to myNHDOE, click [Create an Account](#) on the [myNHDOE](#) Login page and contact Robin Budryk, NH APH Ex-Officio Trustee Assistant, at [Robin.G.Budryk@doe.nh.gov](mailto:Robin.G.Budryk@doe.nh.gov) or 603-271-0818 to have your system permissions assigned.
2. On the **System/Role Listing** page, click **NH Accessible Educational Materials (NHAEM)**, then click **NHAEM District Authorized Official** to access the APH Federal Quota Census Registration.

### Instructions for Reviewing Current Registered Individual's Information

1. On the **Manage Individual Profiles** page, click on each individual's **Name** to review, edit, and certify each individual on your list.
2. Once you have reviewed and edited an individual profile, click **Certify for APH Eligibility** at the bottom of the **Edit Individual Profile** page (a **Certify Assurance** box will appear).
3. Read the statement in the **Certify Assurance** box, **Check** the required box, and click **Save** which will direct you back to the **Manage Individual Profiles** page.
4. As you review and check **Certify for APH Eligibility** for each individual, you will see  **Reviewed** in the **Review Status for 2024** column on the **Manage Individual Profiles** page, verifying that your review of that individual is complete.
5. Repeat this process for each individual on your list.

### Instructions for Adding an Individual

1. On the **Manage Individual Profiles** page, click the **Add a New Individual** button.
2. To prevent duplication of individuals, first search for the individual by either their **SASID** (if known) or **Name and Date of Birth**. **NOTE:** Date of Birth is required for both SASID and Name searches.
3. If the individual is not already in the system, click the **Create New Individual** button and proceed to fill in all required fields.
4. Click the **Certify for APH Eligibility** button when done.



### Instructions for Removing an Individual

1. Click on the individual's **Name** on the **Manage Individual Profiles** screen.
2. Scroll to the bottom of the individual's profile and select an appropriate **Exit Reason** and **Exit Date** to note why the student is being removed.
3. Click the **Release Student** button when done.

### Instructions for Certifying Zero Individuals

1. If you do not have any individuals to register, click on the **Certify Individuals** button in your District Box to certify that your District or Agency does not have any individuals to register.

### Instructions for Final District or Agency Certification

1. Once all individuals have been reviewed, added, and/or removed for your district/agency and  **Reviewed** appears in the **Review Status for 2024** column for each individual you are registering, click the **Certify Individuals** in your District Box (a **Certify Assurance** box will appear).
2. Read the statement in the **Certify Assurance** box and ensure that the number of individuals you are registering is correct, **Check** the required box, and click **Certify** which will direct you back to the **Manage Individual Profiles** page.
3. Check that the **Certification Status** in your District Box reads  **District certified. Thank you!**
4. **Log Out** in the upper right-hand corner of the **Manage Individual Profiles** page.

**NOTE:** If you are interrupted as you are working through registering your individuals, click **Save for Later** at the bottom of any **Edit Individual Profile** page and you will be able to return to where you left off.



## Grade Placement

Definition of Individual Grade Placement Categories
<b>Infants and Toddlers:</b> Children birth to three years of age served by Family Centered Early Supports & Services (FCESS)
<b>Preschool Students:</b> Children of preschool age served by preschool programs
<b>Kindergarten:</b> Children enrolled in kindergarten classes
<b>Grades 01-11:</b> Students in regular academic grades 01 through 11, as determined by State law.
<b>Grade 12+:</b> Students who are in grade 12 or are continuing to receive special education services under IDEA until the student turns age 22.
<b>Adult:</b> Students age 22 and above by the first Monday in January must be coded as Adults. This <b>DOES NOT MEAN</b> these students cannot be registered, It <b>DOES MEAN</b> that we are required by the government to code these students as adults.

## Primary Reading Medium

The Primary Reading Medium is to be reported for each individual using the following reporting codes (**Note:** Infants, toddlers and preschoolers identified as visual, braille, or auditory readers should be reported using the appropriate medium definition):

Primary Reading Medium (Required Category/Choose One)
<b>Auditory Readers:</b> Individuals primarily using a reader or auditory materials as their instructional media
<b>Braille Readers:</b> Individuals primarily using braille as their instructional media
<b>Pre-readers:</b> Infants, preschoolers, or older students working on emergent literacy skills that lay the foundation for future reading
<b>Symbolic Readers:</b> 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 material.
<b>Visual Readers:</b> Individuals primarily using print in their studies

## Secondary Reading Medium

The Secondary Reading Medium is a required category. Please check only one secondary reading medium so that a more accurate profile of student literacy can be tracked.

<b>Secondary Reading Medium</b> (Required Category/Choose One)
<b>Auditory:</b> Individuals use a reader or auditory materials to some extent
<b>Braille:</b> Individuals use braille to some extent
<b>Visual:</b> Individuals use print to some extent
<b>Not Applicable:</b> Symbolic, pre-readers, or individuals with no additional reading media may fall under NA. Symbolic readers default to NA in their secondary reading medium

## Other Reading Medium

The Other Reading Medium is an optional category and not a required field. Check one if applicable or automatically defaults to NA - not applicable.

<b>Other Reading Medium</b> (Optional Category)
<b>Auditory:</b> Individuals use a reader or auditory materials to some extent
<b>Braille:</b> Individuals use braille to some extent
<b>Visual:</b> Individuals use print to some extent
<b>Not Applicable:</b> Symbolic, pre-readers, or individuals with no additional reading media

## **APH Data Confidentiality Policy**

The U.S. Congress passed the "Act to Promote the Education of the Blind of March 3, 1879, "20 U.S.C. 101-106a. This Act set up a system to provide free schoolbooks and tangible apparatus for blind students and named the American Printing House for the Blind (APH) as the national central source of these educational materials.

By this Federal Act, Congress created an annual appropriation for the specific purpose of "manufacturing and furnishing books and other materials (Quota Materials) specially adapted for instruction" of students who are blind in the United States and its Territories and possessions, the Commonwealth of Puerto Rico, and the District of Columbia.

In order to determine who is eligible for Federal Quota Materials, an annual national census is taken. The effective date of this census is the first Monday of January each year. The purpose for the census is to identify students who qualify as meeting the definition of blindness or function according to the definition of blindness and are enrolled in a public education or vocational rehabilitation (VR) program.

APH understands that this yearly census seeks personally identifiable information (PII) contained in education records and personal information contained in VR records of service, and APH acknowledges our responsibility to respect the confidentiality of student records received and to act in a professional manner in the handling of all student data. APH will ensure that confidential data, including data on individual students, is not created, collected, stored, maintained, or disseminated in violation of any applicable State and Federal laws.

Furthermore, APH agrees to the following guidelines regarding the appropriate use of student data collected for the Annual Census required by Federal law for the sole purpose of identifying students who are eligible to receive a portion of the Federal Quota.

APH will comply with all applicable Federal and State privacy laws governing PII contained in education records maintained by local education agencies and state education agencies, including:

- The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g and 34 CFR Part 99
- The confidentiality of information requirements in the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1417(c) and 34 CFR §§300.610-300.626.

Further, APH will ensure that it will use any personal information contained in VR records of service only for purposes directly connected to the administration of the VR program, specifically for the purpose of ensuring that students served by the VR program obtain the books and other instructional materials needed to participate in the VR program (34 CFR 361.38(b))

**Data will only be obtained for the APH Federal Quota and information gathered for each individual will include:**

- Name
  - Date of birth
  - School system or agency in which student is enrolled
  - Grade Placement
  - Measurement of Visual Function
  - Primary/Secondary/Other Reading Medium
  - Primary Language of Learner
- 
- APH policies limit the sharing of individually identifiable student data. Only the agency responsible for collecting quota information will have access to the PII submitted. If APH receives a request for PII, APH will direct the requesting party to contact the original agency that submitted quota information. APH will not disseminate PII information.
  - APH will store all PII on a secure server within a protected password environment and will lock hard copies in a secure cabinet not accessible by the public.
  - APH will maintain the PII for the duration of the yearly quota cycle, beginning the first Monday in January and APH will destroy electronic information and shred hard copies of PII before the first Monday in January of the following year.
  - APH will maintain State aggregate numbers yearly but will not indicate location of students within the State or district.

## APH Federal Quota Census Individual Profile Prep Template

**First Name:** \_\_\_\_\_

**Middle Initial:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Date of Birth (mm/dd/yyyy):** \_\_\_\_\_

**Assigned TVI/Vision Coordinator:** \_\_\_\_\_

**District/Agency Type:** \_\_\_\_\_

(Area Agency (Birth to Three), Out of State, Parental Responsibility, School District of Liability)

**District/Agency:** \_\_\_\_\_

**School/Program Type:** \_\_\_\_\_

(FCESS, Homeschool, Out of State Placement, Public & Charter Schools, State Approved SPED Program)

**School/Program:** \_\_\_\_\_

**Town of Residence Type:** \_\_\_\_\_

(NH Town, Non-NH Town, Other)

**Town of Residence:** \_\_\_\_\_

**Grade Level:** \_\_\_\_\_

(Infants and Toddlers, Preschool Students, Kindergarten, 1<sup>st</sup>-11<sup>th</sup>, 12+, Adult)

**Measure of Visual Function:** \_\_\_\_\_

(Meets or Functions at the Definition of Blindness OR Qualifies Under IDEA Definition)

**Primary Language:** \_\_\_\_\_

(English, Spanish, Other)

**Primary Reading Medium:** \_\_\_\_\_

(Auditory, Braille, Pre-reader, Symbolic Reader, Visual)

**Secondary Reading Medium:** \_\_\_\_\_

(Auditory, Braille, Visual, Not Applicable)

**Other Reading Medium:** \_\_\_\_\_

(Auditory, Braille, Visual, Not Applicable)

**Parent/Guardian Consent or Adult Consent on File?:**

**Written Education Plan on File?:**

**Eye Report on File (NOT Required)?:**

*If this individual has left the district or exited the APH NHAEM program for any reason, enter that below:*

**Reason Exited Program or District:** \_\_\_\_\_

(Graduated, Received Certificate, Deceased, Moved, known to be continuing, Dropped Out, No Longer Qualifies, Exiting Part C; Entering Part B)

**Exit Date (mm/dd/yyyy):** \_\_\_\_\_

**Comments:** \_\_\_\_\_

## APH Federal Quota Census Parent/Guardian Informational Letter

Dear Parents and Guardians:

The purpose of this letter is to inform you that the New Hampshire Department of Education will be facilitating the completion of the annual American Printing House for the Blind (APH) Federal Quota Census beginning the first Monday in January through the middle of February. This federally funded program provides accessible educational materials to qualifying individuals with visual impairment and blindness to be used in the home, agency or school setting, so the more infants, toddlers, students, and adults registered, the more resources for eligible individuals in New Hampshire. Your child(ren) qualifies to be registered on the Quota because he/she Meets or Functions at the Definition of Blindness, OR because they qualify under the Individuals with Disabilities Education Act (IDEA) Definition of Visual Impairment “an impairment in vision, that, even with correction, adversely affects a child’s educational performance” (34 CFR §300.8(c)(13)).

In order to be included on the APH Federal Quota Census, eligible individuals must be registered which requires sharing the name(s) of your child(ren), their birthdate, agency or school district, grade placement, primary and secondary reading medium, and indication of visual function. This information is only collected to meet the APH reporting obligations to the U.S. Department of Education, Office of Special Education Programs, and other entities as required by law. The Family Educational Rights and Privacy Act (FERPA) requires your consent to release your child’s personally identifiable information for these purposes. Consent to include your child in the APH Federal Quota Census also allows the purchase of products and materials from APH on behalf of your child. You may choose not to provide your consent, however, doing so will mean fewer federal resources allocated to New Hampshire eligible individuals.

The APH Federal Quota Census Registration is completed under the supervision of the New Hampshire Ex Officio Trustee (EOT) designated to oversee the respective APH accounts for New Hampshire. If you have questions or concerns regarding the APH Federal Quota Census Process, please contact Lynnette Lawrence, NH Ex Officio Trustee, at [lynette.e.lawrence@doe.nh.gov](mailto:lynette.e.lawrence@doe.nh.gov) or (603) 271-3294.

### What Accessible Educational Materials are Available?

A wide variety of specially designed and adapted materials are available from APH. APH product categories include:

#### Instructional Materials

- Assessment
- Early Childhood
- Core Curriculum
- Expanded Core Curriculum
- Software
- Professional Items
- Videos
- Accessible Magazines
- Spanish Language Materials

#### Daily Living

- Audio Equipment
- Books and Magazines
- Braille Reading and Writing
- Electronics
- Games, Puzzles, and Toys
- Low Vision Reading and Writing
- Maps and Globes
- Measuring Devices
- Organization Products
- Orientation and Mobility
- Tactile Learning Products
- Transition and Career Education

**APH products can be accessed on the [APH Shop](#) site.**

## APH Federal Quota Census Parent/Guardian Consent Form

I/We hereby authorize \_\_\_\_\_ (district or area agency name) to register my/our child on the American Printing House for the Blind (APH) Federal Quota Census by sharing my/our child's personally identifiable information as follows: Last Name, First Name, Middle Initial, Date of Birth, District or Area Agency, Grade Placement, Visual Function, Primary, Secondary, and Other Reading Medium, and cross reference of siblings also registered (to prevent duplication of registration).

I/We, \_\_\_\_\_ (print name), certify that I/We are the parent(s)/guardian(s) of \_\_\_\_\_ (print child's name), whose date of birth is \_\_\_\_\_ (child's date of birth), and that s/he is under the age of eighteen. I/We understand that this release will remain in effect unless I/We revoke it in writing. I/We further understand that I/We can revoke this release at any time by sending an e-mail to [Lynnette.E.Lawrence@doe.nh.gov](mailto:Lynnette.E.Lawrence@doe.nh.gov), NH APH Ex-Officio Trustee.

I/We am advised that the information obtained will be used for an annual census facilitated by the New Hampshire Department of Education, Bureau of Special Education Support in accordance with the APH Federal Quota Program. The APH Federal Quota Program, established by the Education Act of the Blind, provides resources including specialized materials to individuals who qualify under the APH Federal Quota Census.

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**Parent/Guardian Signature**

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**Date**

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**Parent/Guardian Signature**

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**Date**

\*APH is a nonprofit organization for the blind. According to the Federal "Act to Promote the Education of the Blind" all students who meet the definition of blindness can receive specialized textbooks and accessible materials through the APH Federal Quota Program.

## APH Federal Quota Census Adult Consent Form

I hereby authorize \_\_\_\_\_ (district or area agency name) to register me on the American Printing House for the Blind (APH) Federal Quota Census by sharing my personally identifiable information as follows: Last Name, First Name, Middle Initial, Date of Birth, District or Area Agency, Grade Placement, Visual Function, Primary, Secondary, and Other Reading Medium, and cross reference of siblings also registered (to prevent duplication of registration).

I, \_\_\_\_\_ (print name), whose date of birth is \_\_\_\_\_, identify that I am independent according to Section 152 of the Internal Revenue Code because I am over eighteen years of age. I understand that this release will remain in effect unless I revoke it in writing. I further understand that I can revoke this release at any time by sending an e-mail to [Lynnette.E.Lawrence@doe.nh.gov](mailto:Lynnette.E.Lawrence@doe.nh.gov), NH APH Ex-Officio Trustee.

I am advised that the information obtained will be used for an annual census conducted by the New Hampshire Department of Education, Bureau of Special Education Support in accordance with the APH Federal Quota Program. The APH Federal Quota Program established by the Education Act of the Blind provides resources including specialized materials to individuals who qualify under the APH Count.

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**Signature**

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**Date**

\*APH is a nonprofit organization for the blind. According to the Federal "Act to Promote the Education of the Blind" all individuals who meet or function at the definition of blindness can receive specialized textbooks and accessible materials through the APH Federal Quota Program.