

New Hampshire Accessible Educational Materials (NHAEM) Handbook September 2020

New Hampshire Accessible Educational Materials (NHAEM) is a loan program of which NHAEM receives federal quota funding to purchase educational materials from the American Printing House for the Blind (APH) for students who are blind and visually impaired and registered on the APH Annual Quota Census.

The New Hampshire State Department of Education, Bureau of Student Support is pleased to provide an updated NHAEM Handbook. Accessible Educational Materials (AEM) are materials that are available in specialized formats for students who are blind, visually disabled or other print disabled and are unable to access or read standard print educational materials.

This Handbook is to ensure that the federal quota funds generated from the American Printing House for the Blind (APH) Annual Quota Census for eligible students are prioritized for those who are blind or visual impaired. NHAEM serves as a resource for school districts and families seeking to borrow educational materials for students.

The NHAEM loan system is not equipped to respond to all the needs of the State's students with print disabilities. Therefore, school districts cannot rely solely on NHAEM to meet their obligations to provide specialized materials needed for a student's learning that are identified in the student's Individualized Education Program (IEP). School districts can order educational materials from APH at the same purchase cost as NHAEM, with their IDEA funds.

Mission Statement

The Mission of NHAEM is to procure, maintain and distribute books, educational tools and materials for students who are blind and visually impaired who require alternate formats to access print materials. New Hampshire has adopted the federal definition of timely manner as the follows:

To ensure that children with disabilities, who need instructional materials in accessible formats, are provided those materials in a timely manner; the State Educational Agency must ensure that all public agencies take all reasonable steps to provide instructional materials in accessible formats to children with disabilities who need those instructional materials at the same time as other children receive instructional materials.

What does the term "print disability" mean?

The Library of Congress regulations (36 CFR 701.10(b)(1)) related to the Act to Provide Books for the Adult Blind (approved March 3, 1931, 2 U.S.C. 135a) provide that blind persons or other persons with print disabilities include:

- "Blind persons whose visual acuity, as determined by competent authority, is 20/200 or less in the better eye with correcting glasses, or whose widest diameter if visual field subtends an angular distance no greater than 20 degrees.
- Persons whose visual disability, with correction and regardless of optical measurement, is certified by competent authority as preventing the reading of standard printed material.
- Persons certified by competent authority as unable to read or unable to use standard printed material as a result of physical limitations.
- Persons certified by competent authority as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner."

Who is a competent authority?

Based on the Library of Congress regulations (36 CFR 701.10(b)(1)) related to the Act to Provide Books for the Adult Blind (approved March 3, 1931, 2 U.S.C. 135a), a "competent authority" is defined as follows:

- In cases of blindness, visual disability, or physical limitations "competent authority" is defined to include Doctor of Medicine, doctors of osteopathy, ophthalmologists, optometrists, registered nurses, therapists, professional staff of hospitals, institutions, and public or welfare agencies (e.g., social workers, case workers, counselors, rehabilitation teachers, and superintendents). In the absence of any of these, certification may be made by professional librarians or by any persons whose competence under specific circumstances is acceptable to the Library of Congress.
- In the case of reading disability from organic dysfunction, competent authority is defined.

FEDERAL QUOTA FUNDS:

NHAEM has the responsibility of administering the federal quota funds from the American Printing House for the Blind (APH). Students who meet the Federal Quota Program eligibility requirements (detailed below) can have materials ordered through NHAEM from the American Printing House for the Blind utilizing federal quota funds when available.

In addition, an individual or school district may purchase books, materials and educational tools directly from APH for students that do not qualify, the agency or person who places the order will be responsible for payment.

Who is eligible?

The determination of eligible students and the distribution of materials available to them on federal quota funds follow a distinctive and very effective model. In order to determine who is eligible, American Printing House for the Blind (APH) conducts an annual Census of eligible students to determine a per capita amount of money (approximately \$380.00 per registered student) designated for the purchase of educational materials produced by APH. The annual Census begins each year on the first Monday in January.

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

- Meet the definition of blindness (MDB) -- have a central visual acuity of 20/200 or less in the better eye with best correction or a peripheral field of vision no greater than 20 degrees
OR
- Function at the definition of blindness when visual performance is reduced by a brain injury or dysfunction (FDB). Students in this category manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral visual impairment.
- Be enrolled in a formally organized public or private, nonprofit educational program of less than college level.
- Be enrolled with the registering school or agency on the first Monday in January.

Eligibility of Infants

"Eligible infants 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. They can be registered with a note from their pediatrician, or any eye care specialist, stating they meet the definition of blindness since an actual acuity is impossible to obtain at this age. Once the student turns three, a new, official eye report from their eye care specialist, (optometrist/ophthalmologist) must be obtained with acuities to determine if they meet the definition of blindness, or from their neurologist if they function at the definition of blindness due to a brain injury. Parent permissions are also required for this age group."

Several factors to remember are:

- There is NO chronological age requirement for eligibility. Infants and preschool children are eligible for registration if they are enrolled in a formally organized, regularly scheduled educational or training program and have a written education plan.
- Students can be eligible if enrolled in home-school programs that meet guidelines and/or procedures in effect within each individual State. Students must have a written education plan. A written education plan is not an IEP (individualized education program), although an IEP can serve as the plan.
- Students must be working at less than college level.
- Students cannot be registered by two Federal Quota accounts.
- Adults to be registered must be receiving a minimum of 20 hours of instruction per week in an educational program. For these purposes, an adult is a student over school age as determined by respective State law.
- Registration for Federal Quota occurs in January of each year.

What is Federal Quota: <https://www.aph.org/federal-quota/>

**New Hampshire Accessible Educational Materials (NHAEM)
Requesting Books, Educational Tools and Materials Produced by APH**

NHAEM requires all packaging and boxes be retained for the return of the loaned educational materials

Educational Materials on loan from NHAEM:

- Large Print
- Braille
- Tactile
- Electronic
- Other Educational Tools and Materials
- Technology

As APH develops technology products, and NHAEM is a loan program, NHAEM has initiated a four (4) month loan period for APH technology products.

Technology products include, but not limited to Jupiter Portable Magnifier, Matt Connect, Mantis Q40, Chameleon, PageBlaster, PixBlaster, VisioBook, and APH SMART Brailier

At the end of the four (4) month loan period, educational material(s) shall be returned to NHAEM. If the educational material is a pertinent educational tool for the student, the student's school district may purchase using IDEA Funding. The school district can purchase at the same price as NHAEM.

Training: NHAEM requests borrowers of the APH technology equipment to have training and provide documentation.

How to Request:

NHAEM Coordinator will research educational materials	Purchasing of APH Educational Tools, Materials and Books	Borrow Educational Tools and Materials	Borrow from Interstate Loan Atlas	Research other formats Louis/Louis Plus
For students on the APH count	Yes	Yes	Yes	Yes
For students not on the APH count, including students who are print disabled	No	Yes <small>Limited to educational materials in inventory</small>	No	No

- NHAEM will contact the designee on the order form should questions arise. Please ensure all contact information is accurate.
- The NHAEM Coordinator has up to 20 calendar days to research educational materials requests.
- Requesting educational materials for students who are not registered on the APH Federal Quota Count, NHAEM can provide educational materials in inventory, excluding technology products. NHAEM cannot order educational materials for students who are not registered, however school districts may purchase directly from APH for these students.

All orders are shipped to the "ship-to-address" provided on the order form; please ensure the correct address is on the form. If you choose to pick up your order at NHAEM at the NHDOE, please pick up within a week of being notified your order is ready.

Who Can Request Books, Educational Tools and Materials?

Parents, Teachers, Guardians, Teachers of the Visually Impaired (TVIs), Administrators of Special Education, Case Managers, and Students and can request to borrow educational materials from NHAEM.

NHAEM requests the following:

- Please keep the box and the packaging materials the educational materials are shipped in, this will help facilitate the return of the educational materials to NHAEM and assist NHAEM in re-sending the educational materials out to the field.
- Should you leave your position and have educational materials on loan from NHAEM, please return these educational materials or advise NHAEM as to whom you will be transferring the responsibilities of the loaned materials.
- Planning to transfer educational materials to another individual? Please send a notice to NHAEM with a list of the educational materials, including description, APH catalog number, and NHAEM inventory number of the educational material(s) that you are transferring and to whom, including the name, title, address, e-mail/telephone, date of transfer and the signature of the individual accepting responsibility of the NHAEM educational materials.
- Do Not dispose of educational materials that belong to the NHAEM Loan Program, if educational material(s) is/are broken, return to NHAEM.
- Please **DO NOT** store NHAEM educational materials within distance of smoking materials (cigarette, cigar, etc.) or any location that may damage the educational materials.

How to return materials you have borrowed:

All educational materials borrowed through Interstate loans (ATLAS) are due back to NHAEM by June 30th of the year borrowed. All interstate loaned educational materials are to be returned to NHAEM and NHAEM will return to the lending State(s).

If you no longer are in need of an educational material, please return to NHAEM. Excluding educational materials that are consumable.

An inventory check will be processed yearly and if educational materials have been on loan for over one (1) year, NHAEM will send a notice: our records indicate you still have the following (list of educational materials) on loan. Please confirm that you still have these educational materials and return to NHAEM. If you no longer have these educational materials, advise NHAEM to whom they have been transferred.

Note: does not apply to technology products \$1,500.00 and above, this loan period will be for four (4) months.

Guidelines to return educational materials to NHAEM:

Pack the educational materials in the packaging materials and box in which they were shipped. Return the educational materials as you received them **DO NOT** throw several educational materials into one box, send back as one complete unit.

New Hampshire Accessible Educational Materials (NHAEM) Loan and Return Form is to be completed and returned to NHAEM with educational materials. If more than one educational

material is included on the form, NHAEM recommends you make copies of the *Loan and Return Form*.

Review the parts list included with the educational material(s) to ensure that all parts are included with the return of the borrowed educational materials; this includes User Manuals and/or Quick Start Guides (in braille and print). Educational materials missing parts, and/or parts are broken, please inform NHAEM on the *Loan and Return Form* as requested.

Consumables used within a kit? Please inform NHAEM on the *Loan and Return Form* indicating that NHAEM needs to order replacement consumables.

Secure the box with the educational materials with tape as a box may break open and the educational materials could become lost.

Include the name and address of the person/SAU returning the educational materials clearly in the return address portion of the box or label.

Please DO NOT return consumables.

All educational materials returned to NHAEM are to be shipped **FREE MATTER FOR THE BLIND** or may be dropped off at the NHDOE, NHAEM by making an appointment: 271-3791.

Return to:

New Hampshire Accessible Educational Materials (NHAEM)
Attention: Barbara Dauphinais
101 Pleasant Street
Concord, New Hampshire 03301

New Hampshire Accessible Educational Materials (NHAEM) Center is open daily from 8:30am to 12:00pm and 1:00pm to 4:00pm.

(Due to Covid-19, please call for an appointment)

- To visit NHAEM, please make an appointment by calling 271-3791.
- Educational materials, upon availability, can be loaned on the day you visit, an order form will be provided for you to complete for NHAEM's use in recording the loan of the materials.

New Hampshire American Printing House for the Blind (APH) Ex-Officio
Mary Lane | 271-3740 | Mary.Lane@doe.nh.gov

New Hampshire American Printing House for the Blind (APH) Ex-Officio Assistant
Barbara Dauphinais | 271-3791 | Barbara.Dauphinais@doe.nh.gov

New Hampshire American Printing House for the Blind (APH) Scholar
Adrienne Shoemaker | 496-1503 | ashoe603@gmail.com

New Hampshire American Printing House for the Blind (APH) Ex-Officio
Daniel Frye, Services for the Blind and Visually Impaired
271-3814 | Daniel.B.Frye@doe.nh.gov

Disclaimer:

In the event that during the loan period educational materials are damaged and/or needs repair, the school district may be liable for replacement and/or the cost of repair.

Appendices

- Sample: FY Memorandum ~
Federal Quota Census to Promote the Education of the Blind (APH)
- Sample Registration Packet
- Sample Student Registration
- New Hampshire Accessible Educational Materials (NHAEM) Educational Materials Loan
and Return Form

Bureau of Student Support FY Memo #

Date

To: Superintendents of Schools, Administrators of Special Education, Nonpublic Schools, Charter Schools, Family Centered Early Supports and Services, Teachers of the Visually Impaired (TVIs), Future in Sight, Adult Services, Vocational Rehabilitation

From: Division of Learner Support
Bureau of Student Support

RE: Federal Quota Census to Promote the Education of the Blind (APH Count)

The New Hampshire Department of Education, Bureau of Student Support will be conducting the registration process of Federal Quota Census to Promote the Education of the Blind (APH Count). The Federal Act to Promote the Education of the Blind provides adapted educational materials to eligible infants, toddlers, students, and adults who meet the definition of blindness based on the Federal Quota Census. Each State must submit an annual registration of eligible infants, toddlers, students, and adults to the American Printing House for the Blind (APH) to determine a per capita amount of money to purchase educational materials produced by the American Printing House for the Blind (APH). Eligible candidates include infants and toddlers who receive early supports and services; students who attend public schools, private schools, and charter schools; students who are home-schooled and adults.

The Federal Quota Census registration process requires that State Ex-Officio Trustees work with representatives from public and private educational programs and schools and other agencies to complete the registration process. The process begins on the first Monday in January and must be completed by the end of February. Attached is the Federal Quota Census Registration Packet. The Registration Packet includes the APH New Individual Registration Form; the APH Assurance Form, a sample of a parent/guardian/adult permission form, and instructions. Please be aware that consent to release personally identifiable information (PII) for quota registration purposes must be secured as required by FERPA and IDEA.

New Hampshire will be able to purchase accessible educational materials from the American Printing House for the Blind based on the amount of credit through the student count of the Federal Quota Census. Last year New Hampshire students benefited from _____ of federal quota funds to purchase Braille and large print materials and educational tools.

Please return the completed Federal Quota Census Registration forms to:

Barbara Dauphinais, Ex-Officio Assistant
New Hampshire Department of Education
Bureau of Student Support
101 Pleasant Street
Concord NH 03301

APH Count
American Printing House for the Blind Count Registration Packet

The New Hampshire Department of Education will begin the 2020 American Printing House for the Blind Count on Monday, January _____. The American Printing House for the Blind Federal Quota Program, also known as the APH Count, is conducted annually in each State by the APH Ex-Officio. Documents that are required to register each qualified individual for the APH Count include:

- APH Federal Quota Preliminary Registration Roster
- APH Federal Quota Count Initial Registration Form for New Individuals
- APH Federal Quota Count Assurance Form for Agency Registration
- APH Federal Quota Parent/Guardian Consent Form or Adult Consent Form

The following three documents must be submitted to the New Hampshire Department of Education, Bureau of Student Support, no later than _____.

1. APH Federal Quota Preliminary Registration Roster: This roster includes Individuals previously registered plus an area where you can add any new individuals to register for the APH Count. This roster will be sent to you via mail by the New Hampshire Department of Education.

The Preliminary Registration Roster lists the individuals registered with your program last year, January _____. Please complete registration of continuing individuals by making corrections or changes directly below their name on this list. If the individual is moving from early supports to school age or from school age to the adult program please indicate in the comments section on the roster.

If an individual is no longer enrolled in your program, please draw a line through the name. Please indicate if the individual is still in New Hampshire and transitioned to another program in the comments section on the roster.

For new individuals, add their name, grade, date of birth, language, eligibility: MDB/FDB, and primary reading medium at the bottom of the page.

2. APH Federal Quota Initial Registration Form for New Individuals: This form requires information regarding a new individual such as name, date of birth, grade, definition of blindness that qualifies the individual, the primary language used in the classroom or program and the reading mediums. This form is required for any new individuals to the Federal Quota Count. Please refer to additional information and instructions included in this packet to assist in completing this form.

3. APH Federal Quota Count Assurance Form: This form must be signed by the authorized staff submitting the information about the individual(s) being registered as an assurance that all required documents submitted, or on file, are complete and accurate.

Please send the completed APH Preliminary Registration Roster, APH Federal Quota Initial Registration Form for New Individuals, and the APH Federal Quota Count Assurance Form to:

Barbara Dauphinais, NH APH Ex-Officio Assistant
New Hampshire Department of Education
Bureau of Student Support ~ NHAEM
101 Pleasant Street
Concord, New Hampshire 03301

APH Count Required Documentation

The following documents **must be on file with the local agency or school** for each registered individual in the event that an audit requires evidence of the individuals' educational program, family plan or visual functioning. Please **do not submit** these to the New Hampshire Department of Education.

- **Written Individual Education, 504, or Individual Family Service Program** to verify that the individual is in a formally organized educational program. It may be an IFSP, IEP, a 504, 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 a current eye report.
- **Parent/Guardian Consent Form or Adult Consent Form:** The Parent/Guardian Consent Form or Adult Consent Form only need 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 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 Program 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.

- **Current Eye Report** by an ophthalmologist or optometrist. Other medical doctors, such as a neurologist, is able to identify an individual under the category of "Functions at the Definition of Blindness."

Optional Form for Documentation: *New Hampshire APH Registration Eye Report Form*

This form can be sent to ophthalmologists, optometrists, and other medical doctors, such as neurologists, in order to gather documentation to determine if individuals Meet the Definition of Blindness or Function at the Definition of Blindness thus enabling the individual to be included in the APH Count.

Please work with your TVI or contact Mary Lane: 271-3740 or Mary.Lane@doe.nh.gov at the New Hampshire Department of Education for further information or questions.

Adrienne Shoemaker - New Hampshire TVI/American Printing House for the Blind APH Scholar is an additional resource available to support families, schools, and agencies in determining whether your individual qualifies for the APH Count.

The Federal Quota Program

What is Federal Quota?

The Federal Act to Promote the Education of the Blind was enacted by Congress in 1879. This act is a means for providing adapted educational materials to eligible students who meet the definition of blindness. An annual registration of eligible students 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. New Hampshire's Ex-Officio Trustee is Mary Lane at the New Hampshire Department of Education.

How Does the Federal Quota Program Work?

A Congressional appropriation, designated to provide educational materials for students who meet the definition of blindness, is made each October in the federal budget. This allotment is divided by the total number of eligible students and clients in educational or instructional programs at less than college levels on the first Monday of the preceding January. This division results in a per capita amount that is then multiplied by the number of registered students in each Federal Quota account. This amount is credited to each respective account, thus establishing each account's "quota" for the federal fiscal year. The money from the federal appropriation is deposited in a bank account separate from all other monies handled by APH.

What is Available through Federal Quota?

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

Quota products can be found at the American Printing House for the Blind shopping site, shop.aph.org. Products are available on Quota unless otherwise stated.

Who is Eligible?

There is no age limitation. The count includes infants, school-aged students, home-schooled students, and adults. In order for individuals to be eligible for registration in the Federal Quota Program, they MUST meet the following requirements:

Functionality: Meet the Definition of Blindness (MDB) or Function at the Definition of Blindness (FDB)

- **Meet 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 degrees
- **Function 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 other 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).

Infants/Birth to Three

- Babies must be born and registered with an agency by the first Monday in January.
- Signed Parent/Guardian Consent Form on file.
- Birth to three year olds only need a note from their doctor stating that they are blind or visually impaired.
- At age three, the regular eye report must be obtained to verify they are MDB or FDB (Meets or Functions at the Definition of Blindness).

School-Aged Students:

- Must be enrolled in a formally organized educational program, of less than college level, by the first Monday in January.
- Signed Parent/Guardian Consent Form.
- Homebound students can be registered if they are enrolled in a formally organized, regularly scheduled educational or training program and have a written educational plan.
- Homeschooled students can be registered if enrolled in home school programs that meet State guidelines. Students must have a written education plan. A written education plan is not an IEP, although an IEP can serve as the plan.

Adults:

There is no chronological age limit for eligibility. However, they MUST meet the following requirements:

- Be enrolled in a formally organized public or private, nonprofit educational program of less than college level. (Adult students previously enrolled in college level programs, ARE eligible).
- Adults must have been receiving 20 hours per week of documented instruction for 12 weeks during the calendar year. The weeks do not need to be consecutive. Social and leisure programs do not qualify as instruction. However, student practice to develop skills can be included in instructional hours.
- Signed Adult Consent Form or Parent/Guardian Consent Form.

APH DATA CONFIDENTIALITY POLICY

The US 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 educational materials needed to participate in the VR program (34 CFR 361.38(b))

Data will only be obtained for the Annual Census.

Information gathered will include only:

- Name
 - Date of birth
 - School system or agency in which student is enrolled
 - Grade Placement
 - Measurement of vision in right eye
 - Measurement of vision in left eye
 - Primary 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.

**2020 APH Federal Quota Count
Initial Registration Form for New Individuals Instructions**

1. Print or type the new individual's full name, only one individual per form.
2. Print or type School District / Organization / Program.
3. Print or type the Individual's date of birth.
4. Print or type the Individuals Placement Code. "Individual Placement Codes Chart" is enclosed to assist you in determining the proper code.
5. Indicate the individual's measure of visual function: check either the MDB or FDB category.
6. Check the box or write the primary language used for instruction by the individual.
7. Check one box with an X indicating the individual's Primary Reading Medium (Required Category).
8. Check one box that applies, indicating the Individual's Secondary Reading Medium (Required Category).
9. Check one box if applicable, indicating the individual's Other Reading Medium (Optional Category).
10. Provide the signature of person submitting the information and the date of signature. Contact information may include phone number and e-mail address.

**APH Federal Quota Count
Initial Registration Form for New Individuals**

1. Name: _____

2. Agency/School District /Program enrolling the individual _____

3. Date of Birth: Month/Day/Year

4. Individual Placement Code:

Infant/Toddler, Preschool, Kindergarten, School-Aged Student, Adult:

If school-aged student, specify grade level (01-12):

5. Measure of Visual Function - Please check either MDB or FDB:

- MDB (Meets 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
- FDB (Functions 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. 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)

6. Primary Language of Learner – Primary Language used for instruction in the classroom

English Spanish Other _____

7. Reading Medium(s) – Primary Reading Medium (Required Category)

Mark only one:

- Visual Reader (V) Braille Reader (B) Auditory (A)
 Prereader (PRE) Symbolic Nonreader (SN)

8. Secondary Reading Medium (Required Category) - Mark Only One:

Visual (V) Braille (B) Auditory (A) Not applicable (N/A)

9. Other Reading Medium (Optional Category) - Mark One or defaults to NA

Visual (V) Braille (B) Auditory (A) Not applicable (N/A)

10. Signature: _____

Date: _____

e-mail: _____

Date: _____

Individual Placement Codes Chart

Reporting Code	Definition of Student Placement Categories
IP	Infants and Toddlers Children served by infant and toddler programs - Early Supports and Services
PS	Preschool Students: Children of preschool age served by preschool programs
KG	Kindergarten: Children enrolled in kindergarten classes
01-12	Students of School Age: Students in regular academic grades 01 through 12, as determined by State law. 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 establish grade placement in an academic program (e.g., students who are working to acquire skills necessary for placement in regular grades)
TR	Transition Students: Students of school age as determined by State law in secondary instructional programs designed to supplement the traditional academic curriculum
FC	Functional Curriculum Students: Students in 01 through 12 working toward a graduation certificate or non-traditional diploma
AD	Adult
OR	Other Registrants: Individuals /students of school age/adults, as determined by State law, who do not fall into any of the other placements (e.g., students in prevocational and other classes for nonacademic students)

Primary Reading Medium and Reporting Codes Chart

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 code.

Reporting Code	Primary Reading Medium (Required Category/Choose One)
V	Visual Readers: Individuals primarily using print in their studies
B	Braille Readers: Individuals primarily using braille in their studies
A	Auditory Readers: Individuals primarily using a reader or auditory materials in their studies
P	Pre-readers: Individuals working on or toward a readiness level; infants, preschoolers, or older students with reading potential
SN	Symbolic Nonreaders: Non-reading individuals: individuals who show NO reading potential; and individuals who do not fall into any of the categories shown above

Secondary Reading Medium and Reporting Codes

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.

Reporting Code	Secondary Reading Medium (Required Category/Choose One)
V	Visual: Individuals use print to some extent
B	Braille: Individuals use braille to some extent
A	Auditory: Individuals use a reader or auditory materials to some extent
N/A	Not Applicable: Nonreaders, pre-readers, or individuals with NO additional reading media

Other Reading Medium and Reporting Codes

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

Reporting Code	Other Reading Medium (Optional Category)
V	Visual: Individuals who use print to some extent
B	Braille: Individuals who use braille to some extent
A	Auditory: Individuals who use a reader or auditory materials to some extent
N/A	Not Applicable: Nonreaders, pre-readers, or individuals with NO additional reading media

**APH Federal Quota Count Assurance Form
For Agency Registration**

Name of organization:

School District, Family Centered Early Supports and Services /Agency, Charter or Nonpublic School

Street address:

City

State

Zip Code

Name of Authorized Officer:

Title:

Address if different from above:

Phone number: - - e-mail address: _____

Total number of blind students reported:

Note: The APH Federal Quota Eligibility 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 degrees

Or

Functions 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. 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).

I certify that information contained in this registration is based on current eye report forms retained by this office. To establish eligibility for American Printing House for the Blind Federal Quota Program I also certify that this agency has on file for each student registered a record of the Parent/Guardian /Student Permission Form.

Signature

Date

Title

**APH Federal Quota
Parent/Guardian Consent Form**

In order to register my child with _____(school/agency name) and the American Printing House for the Blind (APH*), I hereby authorize the local school district and/or agency to share my child's personally identifiable information as follows: Last Name, First Name, Middle Name, Date of Birth, School District, Grade Placement, Visual Function, Primary and Secondary Reading Medium, and cross reference of siblings also registered (to prevent duplication of registration).

I, _____ (print name), certify that I am the parent(s)/guardian(s) of _____ (student's full name), whose date of birth is _____ (student's complete date of birth), and that s/he is a dependent according to Section 152 of the Internal Revenue Code if s/he is 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 Mary.Lane@doe.nh.gov

Parent Signature: _____

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.

I am advised that the information obtained will be used for an annual census conducted by the New Hampshire Department of Education, Bureau of Student 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 students who qualify under the APH Count.

Parent Signature: _____

Date: _____

**APH Federal Quota
Adult Consent Form**

In order to register me with _____(agency name) and the American Printing House for the Blind (APH*), I hereby authorize the local school district and/or _____ (agency name) to share my personally identifiable information as follows: Last Name, First Name, Middle Name, Date of Birth, School District, Grade Placement, Visual Function, Primary and Secondary 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 Mary.Lane@doe.nh.gov

Signature

Date

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

I am advised that the information obtained will be used for an annual census conducted by the New Hampshire Department of Education, Bureau of Student 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.

Signature

Date

American Printing House for the Blind Informational Letter

Dear Parent/Guardian,

Your child qualifies to register as a student who *Meets the Definition of Blindness or Functions at the Definition of Blindness* in the American Printing House for the Blind Annual Federal Quota Count. As a student on the count, your child is eligible to borrow and use materials from the New Hampshire Accessible Educational Materials Center located at the New Hampshire Department of Education in Concord, NH. These materials can be requested for the home, agency or school setting.

What is Available through Federal Quota?

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

Quota products can be found at the American Printing House for the Blind shopping site, shop.aph.org. Products are available on Quota unless otherwise stated.

Parents and school district personnel can create an account to access the **New Hampshire Accessible Educational Materials (NHAEM) Online Inventory System** to order American Printing House for the Blind (APH) materials and products purchased through the Federal Quota Program for the New Hampshire blind and visually impaired students eligible under the Federal Act to Promote the Education of the Blind.

The NHAEM Online Inventory System is accessed through the NHDOE single sign on system, my NHDOE, my.doe.nh.gov

After creation of an account with myNHDOE, please contact Barbara Dauphinais for permissions to access the NHAEM Online System: Barbara.Dauphinais@doe.nh.gov | (603) 271-3791.

SAU # APH Annual Census ~ Census completed by _____

	Name of Student	Grade	DOB	Language	Functional	PRM	Notes
2018	John Doe	8	x/xx/xxxx	EN	MDB	V	
2019	John Doe	9	x/xx/xxxx	EN	MDB	V	
2018	Susie Q	12	x/xx/xxxx	EN	MDB	V	No longer at SAU _____. Moved to _____
2019							
2018	Jane Doe	PS	x/xx/xxxx	EN	FDB	P	
2019	Jane Doe	1	x/xx/xxxx	EN	FDB	P	
	New Students						
2019							
2019							
2019							
2019							
2019							
2019							
2019							