

December 6, 2018

RE: 2019 Federal Quota Registration of Blind Students

Dear Superintendent:

Each year, the Ohio Department of Education, Office for Exceptional Children requests that all Ohio districts participate in the [Federal Quota Registration of Blind Students](#). This registration, conducted on behalf of the Department by the [Assistive Technology and Accessible Educational Materials \(AT&AEM\) Center](#) at OCALI, provides an allotment of funds to purchase accessible educational materials, including textbooks and equipment, for any registered student. These materials are purchased through the [American Printing House for the Blind, Inc. \(APH\)](#).

The Department requires the registration of every student **attending** your district who meets the eligibility requirements outlined in this memo. Each registered student generates \$305.25 and will be eligible to obtain accessible educational materials through the Federal Quota Program. *

The AT&AEM Center administers the allocation based on the number of registered Ohio students who are legally blind. The cost of braille and large print textbooks and other specialized materials are expensive, so it is important to register each eligible student.

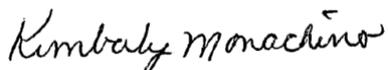
- **Please complete, sign, and return the attached official 2019 Federal Quota Registration of Blind Students Form by January 25, 2019.**
- Registration forms are required even if there are no legally blind students attending your district.
- Retain a copy of the registration form in the student's record in the event of an audit that requires proof of the student's registration.

This annual registration is **not** a part of the data reporting for EMIS or the deafblind census conducted by the Ohio Center for Deafblind Education. Federal Quota is used solely to generate supplemental funds for accessible educational materials for students from APH. Disclosure of this personally identifiable information is authorized under the "Family Educational Rights and Privacy Act of 1974," 34CFR, Part 99.31, Paragraph (a) (4) (i).

If you have questions regarding registration procedures, please contact [Kelly Houston](#) at kelly_houston@ocali.org, (614) 410-1039; or [Judy Siens](#) at judy_siens@ocali.org, (614) 410-1041.

Thank you for your assistance.

Sincerely,



Kimberly Monachino, Ed.D.
Director, Office for Exceptional Children

Cc: State Support Teams

*The Federal Quota Program is a supplemental program and is not intended to provide all of the materials required by a student. However, the AT&AEM Center pools the allocation so that requestors can order based on students' needs.