



## Tips Checklist for Completing the

### 2019 Federal Quota Registration of Blind Students

Please complete this checklist before mailing your registration. Retain a copy of this form and parent permission in the student's records in the event of an audit requiring proof of the student's registration.

- If no legally blind students attend your district, checked "No Legally Blind Students" in comment section of 2019 Federal Quota Registration of Blind Students. Returned form to the AT&AEM Center even if district had no students.
- If registering a new student, checked "Parent Permission Obtained" in last column on the 2019 Federal Quota Registration of Blind Students and kept copies in students' district file when registering a new student (parental permission is only a one-time requirement).
- Reviewed "SAMPLE FORM" 2019 Federal Quota Registration of Blind Students Form enclosed in packet.
- Carefully read the eligibility requirements, and the two major reporting codes – vision Report Codes MDB and FDB (page 3 in [Eligibility Guidelines for 2019 Federal Quota Registration of Blind Students](https://ataem.org/obtaining-aem/federal-quota) on the AT&AEM website at <https://ataem.org/obtaining-aem/federal-quota>).
- Verified each individual student's information on the registration form enclosed in packet. Made changes on the line directly below each student's name on the registration form.
- Changed student's grade to match grade for the 2019-2020 school year.
- Wrote new students' legal name and their information on the blank lines on the registration form.
- Reported the vision as **MDB** if the eye care specialist stated the student met the definition of blindness, was legally blind, or met the Snellen equivalence of blindness.
- Used **FDB** when visual performance was reduced by a brain injury or dysfunction (neurological, cortical, or CVI).
- Reported students' primary instructional language.
- Reported students' primary, secondary, and other reading mediums.
- Reported students' secondary reading mediums as N/A if their primary reading mediums were nonreader.
- In the Free Form Entry, indicated if the student was a twin, triplet, etc. **Only reported twins, triplets, etc., who are legally blind and eligible to be registered in Federal Quota.**
- Recorded the complete eye report (mm/dd/yyyy) date of the student's latest eye report (a current eye report is **2016** or later). A strikethrough line appears on the registration form on outdated eye reports. A report from a medical doctor such as a neurologist is acceptable for students reported as FDB.
- If the student does not have a current eye report, but is totally blind or has a proven nonchanging eye condition, **placed a checkmark in the nonchanging eye condition column.**
- Marked a line through the student's name, if a student no longer attended in the district.
- Included only students who met the eligibility requirements.
- Obtained the superintendent's signature before mailing as well as parent permission.
- Included the contact person's email on the registration form.

- Completed all information requested using correct codes. Incomplete forms will be returned.
- Returned the registration form by **Friday, January 25, 2019**. Names on forms received after this date may not be included on the registration. Original forms must be mailed.
- Retained AT&AEM web site information for future reference and lots of valuable information <http://ataem.org/>.
- Filed student eye reports in student's school district of attendance. **Did not** send student eye reports to AT&AEM Center.
- Remembered to add reciprocity students to registration that may have moved into school district mid-year (these students do not automatically appear on district registration form)
- Included current year graduating students on registration form.