



Tips Checklist for Completing the 2020 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.

No Legally Blind Students

- Checked "No Legally Blind Students" in the comment section of 2020 Federal Quota Registration of Blind Students if district had no legally blind students enrolled. Returned form to the AT&AEM Center even if district had no students.

Eligibility of Students

- Checked "Parent Permission Obtained" in last column on the 2020 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).
- If the student does not have a current eye report, but is totally blind or has a proven non-changing eye condition, **placed a checkmark in the non-changing eye condition column.**

District Requirements

- Reviewed "SAMPLE FORM" 2020 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 ELIGIBILITY GUIDELINES FOR 2020 FEDERAL QUOTA REGISTRATION OF BLIND STUDENTS on the AT&AEM website at <https://ataem.org/obtaining-aem/federal-quota> .
- 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 31, 2020**. Names on forms received after this date may not be included in the registration. Original forms must be mailed.
- Retained AT&AEM website information for future reference and lots of valuable information <http://ataem.org/>.
- Filed student eye reports at student's school district of attendance. **Did NOT** send student eye reports to AT&AEM Center.
- Recorded the complete eye report (mm/dd/yyyy) date of the student's latest eye report (a current eye report is **2017** 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 A strikethrough line appears on the registration form on outdated eye reports.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.
- 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.
- 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.