



## WHAT IS THE FEDERAL QUOTA REGISTRATION?

The *Federal Act to Promote the Education of the Blind* enacted by Congress in 1879 established funding support for the provision of accessible educational materials (AEM) for registered students who meet the definition of legal blindness. This annual registration process determines a per capita amount of money designated for the purchase of AEM. In Ohio, these funds are administered by the AT&AEM Center, which is required to purchase AEM specifically from the American Printing House for the Blind, Inc. (APH) on behalf of eligible students at the request of districts. These funds are supplemental and may not address all of a student's AEM needs. Therefore, it is the responsibility of the local school district to purchase or acquire any additional AEM needed by their students. This annual registration is separate from and not a part of the data reporting for EMIS.

If you have questions regarding these procedures, visit [www.ataem.org/fed-quota](http://www.ataem.org/fed-quota) or contact:

**Kelly Houston**

[kelly\\_houston@ocali.org](mailto:kelly_houston@ocali.org) or 614.410.1039

**Judy Siens**

[judy\\_siens@ocali.org](mailto:judy_siens@ocali.org) or 614.410.1041

# FEDERAL QUOTA REGISTRATION OF BLIND STUDENTS

## REGISTER

Each **December**, the AT&AEM Center emails registration information for the Federal Quota Registration of Blind Students to Ohio superintendents on behalf of the Ohio Department of Education, Office for Exceptional Children. Each superintendent is asked to register every infant, preschool, school-age, homebound or adult student who is legally blind, meets the eligibility criteria ([ataem.org/obtaining-aem/federal-quota](http://ataem.org/obtaining-aem/federal-quota)), and is enrolled in an educational program as of the **first Monday in January**. The completed registration form is due to the AT&AEM Center by the **last Friday of January** each year.\*

## REQUEST

The AT&AEM Center's role is to assist school personnel in locating audio, braille, digital, and large print textbooks; instructional aids and tools; and specialized equipment for students in Ohio with print disabilities, including those students who are blind. Materials can be requested for students by using the Online Order Request Portal at [webopac.klas.com/atamlive/weborder/index.jsf](http://webopac.klas.com/atamlive/weborder/index.jsf)

## RECEIVE

The AT&AEM Center strives to ensure that students receive their needed AEM and learning materials in a timely manner at the beginning of the school year. Requests for the upcoming school year can be submitted starting in **January of the previous school year** and are processed in the order received. Order processing begins **March 15th**. Order materials no later than the spring prior to the school year of need to ensure timely delivery to students.

*\*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).*