**Coversheet for the January 2022**

 **Statewide Student Registration Database:**

**To: CIMC Contact Personnel and Directors of Special Education:**

On behalf of the Colorado Department of Education (CDE), the Colorado Instructional Materials Center (CIMC) maintains student registration databases of all students with visual impairment, including blindness, from birth through age 21.Currently we are working on the Annual Federal Quota Census Registration of students who meet the eligibility of legal blindness through the American Printing House (APH) Federal Quota Census Program as part of the 1879 “Act to Promote the Education of the Blind”.

To be registered in the federal quota program, eligible students must be registered in an annual census, requiring the exchange of specific personally identifiable student information (PII). This information is only collected to meet the reporting obligations to the U.S. Department of Education, Office of Special Education Programs, and other entities as required by law. The Family Educational Rights and Privacy Act (FERPA) requires parent/guardian consent to release personally identifiable information for these purposes.

We would like to take this opportunity to remind you that the CIMC provides braille textbooks and novels as well as a variety of other educational materials at no cost to your administrative unit. The CIMC is primarily funded through the CDE, the Colorado School for the Deaf and the Blind (CSDB), and U.S. Congressional funds allocated from the federal quota census program.

Please enter the totals below for your individual administrative unit, specific to enrollment and services being provided on the Monday, January 3, 2022 count day:

\_\_\_\_\_ Total number of students your AU has registered with CIMC on your statewide registration database specific to Monday, January 3, 2022.

\_\_\_\_\_ How many students are you telling us to include in the Federal Quota Census of legally blind students for the Monday, January 3, 2022 count day?

 (This is the number of students enrolled in your Administrative Unit on count day Monday, January 3, 2022, who **meet or function at the definition of blindness,** have a Parent Consent Parts I & II Form on file with the CIMC **and** **who meet all the eligibility requirements** to be added to the Colorado Department of Education federal quota census.)

\_\_\_\_\_ Complete the table below, that includes a numbered list of quota eligible students you are telling the CIMC to enter into the federal quota census database on your behalf, in alphabetical order by student’s last name. (Pg. 2 of this doc). INCLUDE any students you believe are legally blind, even if you are still gathering an updated eye exam form, or want to use the eye report exemption for 2022.

\*NA 2022\* AU designated **CIMC contact person,** please initial here verifying that this Administrative Unit has eye health information on file that clearly verifies legal blindness or MDB/FDB, for each student you want the CIMC to register for the Monday January 3, 2022 federal quota census. \*COVID-19 EXEMPTION for 2022\*.

\_\_\_\_\_\_ AU designated **CIMC contact person**, please initial here verifying that this Administrative Unit has the most recent “Consent to Release Student Information” (with a Part I and Part II) forms signed by a parent/guardian on file for each student being registered with the Monday, January 3, 2022 federal quota census count day.

Your signatures below verify the accuracy of the numbers you are providing to the CIMC.

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Printed name of District Designated CIMC Contact Person Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative Unit name/School District/Agency Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name of Director of Special Education, or designee Signature

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_

Please return your database and count paperwork to the CIMC as one complete packet by **January 31, 2022**.

Send as an encrypted email attachment to: cimcregistrations@csdb.org

Fax to: (719) 578-2239

Mailing Address: CIMC, 1015 East High Street, Colorado Springs, CO 80903-3559

For questions, please call us at 719-578-2196 or email cimcregistrations@csdb.org

Use this portion of the form to identify which students you are telling the CIMC to enter into the Federal Quota database for the January 3, 2022 census cont day.

|  |  |  |  |
| --- | --- | --- | --- |
| Student Names:**Our Administrative Unit is telling the CIMC to enter the following students in the Student Registration System (SRS) database for the Federal Quota Census** based on enrollment in our district on the first Monday in January of this year.List students in alphabetical order so they match your statewide registration database printout. | **All paperwork is complete**, on file in our district, and this student is eligible. Students meet all 4 criteria below:**(1)** Enrolled in an education program on count day, Monday January 3, 2022, at less than college level.**(2)** have a written plan (IFSP, IEP, 504 plan, etc.)**(3)** signed Parent Consent form (w/Part I & II) on file in district, and a copy sent to CIMC.**(4)** current eye report (w/in 3 years) on file in AU that verifies legal blindness (or accompanied w/optional MDB-FDB Form).(\*see exemption for 2022)Enter them into the Federal database now Check below: | **We are still working to gather the most recent version of the signed Parent Consent form** (with a Part I & a Part II) for this student:…we are asking CIMC to enter this student into the SRS database during APH’s Phase 1 (new students cannot be added in Phase 2 of the census; they can be ‘marked for deletion’ in Phase 2 if you are unable to get a consent form signed).Check below: | **We are still working on gathering an MDB/FDB Form to verify legal blindness**, because the eye report we have on file in our district does not clearly verify the student Meets the Definition of Blindness or Functions at the Definition of Blindness (a requirement of the FQ census)…we are asking CIMC to enter this student into the SRS database during APH’s Phase 1 (new students cannot be added in Phase 2 of the census; they can be ‘marked for deletion’ in Phase 2 of are not able to get the MDB/FDB for filled out).Please write “**EXEMPTION**” in this box if you do not have an eye report on file, but believe the student Meets or Functions at the Definition of Blindness and want them included in the 2022 census (see ‘instructions’ document for more information).Check below: |
| \*SAMPLE\* The 3 lines below are a SAMPLE ONLY, so you know how to populate this table. \*SAMPLE\* |
| 1. Anderson, Annie
 | x |  |  |
| 1. Brady, Jane
 |  | x | x |
| 1. Chamberlain, Jane
 |  |  | x |
| Enter your AU’s federal quota eligible students to be included in the Student Registration Database (SRS) for the Federal Quota Census below: Please alphabetize by last name, first. |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
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| 14. |  |  |  |
| 15. |  |  |  |
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| 17. |  |  |  |
| 18. |  |  |  |
| 19. |  |  |  |
| 20. |  |  |  |
| (keep numbering…) |  |  |  |