# Colorado’s 2025 Count Day Instructions:

This year’s annual count day is Monday, January 6, 2025.

We use this one date for both statewide and Federal Quota (FQ) counts. Any new enrollments or withdrawals occurring January 7th or later will be added to your paperwork after this year’s count is completed.

## Introduction:

Hello Director of Special Education (or designee), Administrative Unit (AU)/Agency designated CIMC contact personnel: The purpose of this guidance document is to support your AU’s completion of your two annual counts.

The CIMC manages your two separate and distinct counts using two different registration databases on your behalf, based on infant/student enrollment on count day, the first Monday in January, annually.

1. **Statewide Registration Database (and report).** This database reflects your AU’s enrollment of students with “visual impairment, including blindness” between the ages of birth-21.
   1. Student information from this database report is also entered into a third, library database, used within the CIMC to loan textbooks and instructional materials to AUs in a student’s name. You may register or withdraw students from this database every single day of the year.
2. **Federal Quota Census.** Part of the federal “Act to Promote the Education of the Blind,” this annual census occurs on the first Monday in January and reflects students in your AU who meet the eligibility requirements of “Meet the Definition of Blindness” (MDB), “Function at the Definition of Blindness” (FDB), or “Individuals with Disabilities Education Act” (IDEA). The U.S. Congress funds the production of educational materials for students who meet or function at the definition of blindness through the American Printing House for the Blind (APH). FQ funds are allocated on a per pupil basis which fund the CDE/CIMC repository of instructional materials manufactured by the APH. These materials can then be accessed by TVIs certified in the State of Colorado for use by quota eligible students. Information for this census is collected based upon student enrollment in your AU/agency on one day per year, the first Monday in January. For more information, visit the APH website: [*https://www.aph.org/federal-quota/*](https://www.aph.org/federal-quota/)

## CIMC Designated Contact Person:

We want to thank you for your efforts. We realize this process involves obtaining, organizing, and tracking a lot of paperwork. We appreciate your help in keeping our Colorado information accurate.

1. Please review the attached student registration database report for your AU and verify that every student receiving vision services on Monday, January 6, 2025 is included.
2. For any students in your AU on January 6th that you need to register:
   1. Submit a signed Parent Consent for with both parts I&II signed.
   2. Submit a CIMC Registration Form
3. For any students appearing on your report who were not receiving services on the January 6th count day:
   1. Submit a CIMC Exit Form
4. Ask your TVI’s to review and edit all student information. If edits need to be adjusted in the database, email them to [cimcregistrations@csdb.org](mailto:cimcregistrations@csdb.org). Edits will be made, and a new report will be sent promptly.
5. Once reviewed, populate the numbers on the cover sheet, sign it, and forward to the Director of Special Education (or designee) for their final review and signature.
6. Return your entire report, the two signed cover sheets along with any new Parent Consent Forms with parts I&II signed, Registration Forms, Exit Forms, and optional MDB/FDB Forms to: [cimcregistrations@csdb.org](mailto:cimcregistrations@csdb.org) no later than **February 28, 2025.**

## Guidance for TVIs:

1. As a reminder, to be eligible for the FQ census students must meet the following criteria:
   1. Enrolled in an education program on count day, Monday, January 6, 2025, at less than college level.
   2. Have a “formal written plan” (i.e.: IFSP, IEP, 504 Plan, etc.)
   3. Have a Parent Consent Form on file (with a Parts I & II) in your AU with a copy sent to CIMC.
   4. Have a current eye report (within 3 years) on file in the AU of attendance which verifies the student is legally blind (MDB or FDB)
   5. With the new eligibility guidelines broadening in 2024, students can now be IDEA eligible. You will notice on the report that it still says NO under the Federal Quota column on the left side of the report. However, in the notes section you will see “Incl. FQ25: IDEA.”
      * “Incl.” means included.
2. Review the report for your AU, please handwrite all updates to the student data using a colored pen, directly on the report (see attached sample), and take note of any data field highlighted in gold, which indicates missing information.
   1. As you are reviewing the data, please specify how you are making this student eligible; MDB, FDB, or IDEA. As shown in the example as well. This is a change in our process from previous years; so that you won’t need to take the time to alphabetically write all students that are eligible.
   2. Remember to update student grade levels for the 2024-2025 school year for each student. The database does not automatically increase the grade level.
3. Even if there are no changes to the data, initial (legibly) where indicated for each student on your caseload.
4. You MUST have a signed Parent Consent Form (with Parts I & II) on file for EVERY student on your statewide registration database report.
   1. Students that do not have a Parent Consent Form on file by February 28, 2025 will not be included in your AU’s statewide database report.
   2. Part I allows your AU to share information with us for the statewide registration database report.
   3. Part II allows your AU to share information with us and APH for the FQ Census.
5. After each TVI in your AU has reviewed and initialed the report as indicated, return the report and any newly completed Parent Consent Forms (Part I & II), Registration Forms, Exit Forms, and optional MDB-FDB Forms to your AU’s designated CIMC contact person who will return the entire edited student registration database report and FQ census packet to [cimcregistrations@csdb.org](mailto:cimcregistrations@csdb.org) by the **February 28, 2025** deadline.

## Director of Special Education:

1. Use the report to verify the following 3 numbers on Cover Sheet Page 1:
   1. The total number of students with visual impairment, including blindness receiving services, whether they are registered with the CIMC or not.
      1. This is to obtain the most accurate statewide total for CDE.
   2. The total number of students who are currently registered with the CIMC. This should be the number of students that appear on the report.
   3. The total number of students not currently registered.
2. Use the report to verify the following number on Cover Sheet Page 2:
   1. Total number of students to be included in the FQ census.
3. Sign and return the entire report to your designated CIMC contact person who will then return it to the CIMC by the **February 28, 2025** deadline.

## Guidance

CDE has provided the CIMC staff strict guidance around protecting personally identifiable student information (PII).

1. The CIMC uses the Barracuda encryption service to send reports.
   1. First time users are required to setup a one-time username and password. There is an “I forgot” link to reset your password.
2. If your AU contracts vision services through an individual or private agency, emails will be sent to an AU issued email address. If the contracted TVI does not have an AU issued email address, emails will be sent to the director/designee. Directors will need to forward the attachment to the TVIs; unless permission has been granted to use a contracted TVI’s business email address.
3. NEW THIS YEAR: Two separate cover sheets.
   1. Cover sheet one is for your statewide count.
   2. Cover sheet two is for the FQ Census.
4. Signatures of the director/designee and contact person are required on both cover sheets when counts are returned to the CIMC.

***Additional information is available at our website: csdb.colorado.gov/cimc.***

***If you have a specific question about this process that was not addressed above,***

***please do not hesitate to contact us at 719-578-2199 or*** [***cimcregistrations@csdb.org***](mailto:cimcregistrations@csdb.org)

***Thank you in advance for your hard work and attention to detail in assisting us to***

***compile and track accurate, current data concerning our Colorado learners***

***with visual impairment, including blindness.***