***How to read your Statewide Student Registration Database Report:***

|  |  |
| --- | --- |
| Blue | **Blue** highlighting of the Student’s Name and “Federal Quota” status indicates that personnel in your administrative unit (AU), school district, BOCES, or BOCS determined the student meets the eligibility guidelines of the Federal Quota Program and directed the CIMC staff to enter this student into the Federal Quota census that occurs on the first Monday in January, annually. * The Federal Quota program requires school districts to keep current (within 3 years) supporting eye health exam records on file in the district of attendance.
* A Parent Consent Form Part I and Part II is required to be on file for the current district of attendance. Consent forms should be submitted to the CIMC prior to submitting any documentation for a student.
* A copy of the eye health exam records should also be submitted to the CIMC.
* TVIs and district designated CIMC contact personnel may submit an APH Materials Request Form (available on the CIMC website) as an email attachment to cimcaphorders@csdb.org.
* **Important: *Only students highlighted in blue are eligible to access***

 ***the CIMC repository of APH educational products.**** When a district is finished with repository items they should be shipped back to the CIMC in clean, useable, and complete condition for the benefit of another eligible Colorado student.
 |
| Yellow | **Yellow** highlighting indicates that the student appears to meet Federal Eligibility criteria for the Federal Quota program but the student was not able to be entered into the Federal Quota count database for some reason, such as an outdated eye report or missing parent consent form. If or when a district determines a student has changed to an eligible status, districts should submit supporting documentation of quota eligibility to the CIMC. This should include a copy of the current eye health exam information on file in the AU. Upon approval of new Federal Quota eligibility status, the active statewide count database will be updated to reflect the new information and the student’s name would then be highlighted in blue. The CIMC will make every effort to allow repository access for newly eligible students the day the verification occurs if requested items are currently available in the repository. The CIMC cannot guarantee the ability to purchase unavailable items since no Federal Quota funds would have been received for that student on the previous year’s count. |
| None | **No highlighting** indicates the student has been identified as a child with a “Visually Impairment, Including Blindness” [according to ECEA rules, 2.08 (11)] and has been registered with the CIMC and reported to the CDE as part of the “Statewide Student Registration” of students 0-21 in Colorado. This student would appear to be functioning above the level of legal blindness and therefore would not appear to be eligible for the Federal Quota program on the Federal Quota census day.  |
| Red | **Red** highlighting indicates outdated eye health exam information on file with a school district as reported by TVIs in the administrative unit. As mentioned above, Federal Quota guidelines require administrative units and school districts to have current (within 3 years) eye exams from an Ophthalmologist or Optometrist on file for all students counted as legally blind and Federal Quota eligible on the census day. The only exemption to this is for students who have had their eyes enucleated or are totally blind (entered as an acuity of “NIL”). *A diagnosis of “cortical visual impairment” (CVI) is not an exemption of this requirement*. A letter in a student’s school file from an Ophthalmologist or Optometrist indicating that the student does not need to return for an eye exam for a certain number of years may alter the definition of ‘current’ from 3 years to the number of years written in the letter. The Office of Special Education Programs (OSEP) gave APH guidance that for this year’s federal quota census there will be another exemption this year due to COVID-19 issues which prevented some students from obtaining a current eye exam. If you and the student’s parents believe the student meets or functions at the definition of blindness, you can include them in this year’s census without a current eye report. Please note, Parent Consent Form (Part I and Part II) is still required to be submitted to CIMC and on file in the AU.  |
| Gold | **Gold** highlighting indicates a field in need of clarification or follow-up. The designated CIMC contact person is requested to contact the CIMC to update this information as soon as possible. |
| Green | **Green** highlighting indicates infants from birth through age two. Once they turn three and are on an active IEP, they are assigned a 10-digit SASID number. CDE/CIMC does not invoice AUs for assessment fees for infants from birth through age two. The CIMC APH repository may be accessed for Federal Quota eligible infants. Please note that most infants in Colorado are served by Anchor Center for Blind Children and/or the CSDB Early Education programs.  |

The **Colorado Instructional Materials Center (CIMC)** conducts two counts annually of Colorado students who have been identified with a “Visual Impairment, Including Blindness”

 **Statewide Student Registration Database**

The CIMC counts all students in Colorado identified with a “Visual Impairment, Including Blindness” from birth through 21 for the Colorado Department of Education (CDE).

*Every student receiving vision services should be registered for this count.*

**“Federal Quota Census”**

A nationwide census of legally blind students is conducted on the first Monday in January of each calendar year for the Federal Quota Census program, administered by the American Printing House for the Blind (APH). Federal Quota funds generated by eligible students are used to acquire textbooks and educational materials specifically developed and manufactured by the APH for the benefit of students who meet the federal eligibility requirements of legal blindness. The CIMC serves as a repository of these materials for teachers of students with visual impairment (TVIs) in all Administrative Units in Colorado to access for their quota eligible students.

If you have any questions, please do not hesitate to contact us. Thank you.

**Colorado Instructional Materials Center (CIMC)**

1015 East High Street

Colorado Springs, CO 80903-3559

Office: (719) 578-2196

Fax: (719) 578-2207

Website: [www.csdb.org](http://www.csdb.org); click on “Programs & Services”, “CIMC”

**Jim Olson, Coordinator**

Phone: (719) 578-2195

Email: jolson@csdb.org

**Maddee Durossette**

Phone: (719) 578-2199

Email: mdurossette@csdb.org