

October 2018

Dear Parents and Guardians,

The purpose of this letter is to inform you that the Exceptional Children Division at the North Carolina Department of Public Instruction will begin the process of completing the Annual Federal Quota Registration of Blind Students through the American Printing House for the Blind (APH) Federal Quota Program in January 2019. This federal program provides funding for textbooks, educational aids, and other learning materials for qualifying children with visual impairment and blindness.

In order to be included in the Federal Quota program, eligible students must be registered in an annual census, requiring the exchange of personally identifiable 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 required by law.

The Family Educational Rights and Privacy Act (FERPA) requires your written consent to release your child's PII to APH for these purposes. If you consent, the name(s) of your qualifying child(ren) will be registered, along with other pertinent information including birthdate, school district, grade placement, primary reading medium, indication of visual function, and area of eligibility on the Individualized Education Program (IEP). All PII collected for this registration is private and will be protected from unauthorized access or use. Your child's PII will not be shared with any other entities or for any other purpose, unless permitted by state or federal law.

Consent to include your child in the Federal Quota Census allows the Exceptional Children Division to purchase products and materials from the APH on behalf of your child and other children in our state. You may choose not to provide consent; however, doing so will mean your child will not have access to educational materials using APH funds and fewer funds will be provided to North Carolina.

The Federal Quota Census Registration is completed under the supervision of the Ex-Officio Trustee (EOT) designated to oversee his or her respective APH accounts. It is the responsibility of the EOT to submit accurate information to APH in a secure manner. If you have any questions or concerns regarding the Annual Federal Quota Registration Process, please contact your EOT, Amy Campbell, [ncaph@dpi.nc.gov](mailto:ncaph@dpi.nc.gov), 919-807-3988.

NCDPI Exceptional Children Division/American Printing House for the Blind  
Annual Federal Quota Registration of Blind Students  
Parental Consent to Release Student Information

In order to register my child with the Exceptional Children Division at the North Carolina Department of Public Instruction and the American Printing House for the Blind (APH), I hereby authorize \_\_\_\_\_ (name of school district, program or facility) to share my child's personally identifiable information as follows: Last name, first name, middle name, Date of Birth, School District, Grade Placement, Medical Eye Report, Visual Function, Primary and Secondary Reading Medium, IFSP/IEP area of eligibility, and cross reference of siblings also registered (to prevent duplication of registration) with the following:

- Designated Ex-Officio Trustee for North Carolina
- Exceptional Children Division at the North Carolina Department of Public Instruction
- American Printing House for the Blind

I, \_\_\_\_\_ (print name), certify that I am the parent(s)/guardian(s) of \_\_\_\_\_ (student's full name), whose date of birth is \_\_\_\_\_ (Month, Day, Year), and that s/he is a dependent according to Section 152 of the Internal Revenue Code if s/he is over eighteen years of age. I understand that this release will remain in effect unless I move and enroll my child(ren) in a new Local Education Agency (LEA) in North Carolina. I further understand that I can revoke this release in writing by emailing the designated Ex-Officio Trustee at [ncaph@dpi.nc.gov](mailto:ncaph@dpi.nc.gov).

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\*APH is a nonprofit organization for the blind. According to the Federal "Act to Promote Education for the Blind", all students who meet the definition of blindness can receive specialized textbooks and accessible materials through the APH Federal Quota Program.