



Indiana Educational Resource Center

A State Center Funded by the Indiana Department of Education
5050 East 42nd Street, Indianapolis, IN 46226
P:(800) 833-2198 F:(317) 475-9181

Dear Parents and Guardians:

The purpose of this letter is to inform you that the Indiana Educational Resource Center, on behalf of the Indiana Department of Education, participates in the Annual Federal Quota Registration of Students who meet the Definition of Blindness, through the American Printing House (APH) Federal Quota Program each year, beginning the first Monday in January. This federally funded program provides braille and large print textbooks, educational aids, i.e. braille writers, consumable supplies, 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 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 your written consent to release your child's personally identifiable student information to APH for these purposes. If you consent, the name(s) of your child(ren) will be registered, along with other pertinent information including birthdate, school district, grade placement, an indication of visual function, primary language of learner, and the primary and secondary reading medium. All personally identifiable student information collected for this registration is private and will be protected from unauthorized access or use. Your child's personally identifiable information 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 Indiana Educational Resource Center 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 your consent; however, doing so will mean that fewer Quota funds will be provided to Indiana to provide specialized instructional materials.

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 questions or concerns regarding the Annual Federal Quota Registration Process, please contact your EOT, Martha LaBounty, mlabounty@isbvik12.org.



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Consent to Release Student Information

In order to register my child with the Indiana Educational Resource Center and the American Printing House for the Blind (APH), I hereby authorize _____ (the local school district) to share my child's personally identifiable information as follows: Last Name, First Name, Middle Name, Date of Birth, School District, Grade Placement, Visual Function, Primary Language of Learner, the Primary and Secondary Reading Medium, and cross reference of siblings also registered (to prevent duplication of registration) with the following:

- Designated Regional APH Census Representative (Teacher of the Blind / Visually Impaired)
- Indiana Educational Resource Center, Indiana Department of Education
- 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 _____ (student's complete date of birth), 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 revoke it in writing. I further understand that I can revoke this release at any time by sending an email to Martha LaBounty, mlabounty@isbvik12.org.

Parent/Guardian Signature

Date

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