



**NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION**

Catherine Truitt, *Superintendent of Public Instruction*  
www.dpi.nc.gov

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TO: Directors, Exceptional Children  
Exceptional Children Coordinators  
Directors, State Operated Programs  
Directors, Residential Facilities  
Directors, Private Schools  
Chief Administrator, Homeschool

FROM: Sherry H. Thomas *SH7*

**ANNUAL REGISTRATION OF LEGALLY BLIND STUDENTS**

The annual registration of students who qualify as legally blind will open January 3, 2023. The Annual Registration of Legally Blind Students is used to calculate the amount of Federal Quota Funds designated for the purchase of educational materials for eligible students through the American Printing House for the Blind. Students in public and private schools, including home schools, are eligible to participate in this program. To be considered eligible students must meet the following requirements:

1. Student **enrollment** in the LEA as of January 1, 2023.
2. Written **education plan**, such as an IEP, 504 Plan, or any other written action plan.
3. Current **eye report\*** within the past 3 years from an ophthalmologist, optometrist, or neurologist, which indicates the student Meets the Definition of Blindness (i.e., central visual acuity of 20/200 or less in the better eye with correcting glasses or a peripheral field so contracted that the widest diameter of such field subtends an angular distance no greater than 20 degrees) or Functions at the Definition of Blindness.
4. Signed **Parent Permission Form** for each infant, preschool, or school-aged student registered. If there is already a parent permission on file for the student in the PSU, another one is not needed.

*\*APH has waived the requirement of providing a current eye report within 3 years for this year's census; however, the Office of Exceptional Children recommends that if a current eye report is available, it be provided.*

If visual acuities or peripheral field were not able to be obtained for the student, the **Medical Addendum Form** must be completed by an authorized medical professional in order to place the child on the Registration. Authorized medical professionals include the student's: optometrist, ophthalmologist, and/or neurologist.

Please note that the **Parent Permission Form** and the **Medical Addendum Form** (if needed), are not collected by NCDPI; rather they are kept in the child's educational file within the PSU. *Each school system, including a public school, private school, homeschool, state operated program, and residential facility is responsible for maintaining up to date records in the case a federal or state audit occurs.* The referenced forms are attached for your convenience.

To access the online registration please visit: [2023 Legally Blind Registration](#). If your PSU has **no qualifying students**, you must still enter the online registration survey to indicate "No Eligible Students."

For access to all information regarding The American Printing House for the Blind please visit: [the Office of Exceptional Children website](#).

**OFFICE OF EXCEPTIONAL CHILDREN**

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Please note that the Annual Registration of Legally Blind Students is different from the Deaf-Blind Census. However, a student may qualify for both if the appropriate criteria is met. Information about the Deaf-Blind Census will be distributed early 2023.

SHT/SV/tt  
attachments