

## MIRC 2019 **NON-QUOTA** REGISTRATION INSTRUCTIONS

This guide is designed to assist you in the completion of your **NON-QUOTA** registration form for students who **do not qualify** for the Federal Quota Census. **NON-QUOTA** students are those whose best corrected vision is between 20/70 and 20/200 in the better eye. If large print materials are needed for a student with a visual acuity better than 20/70 (e.g. 20/40), then a statement of need for large print textbooks from the student's optometrist, ophthalmologist, or medical doctor must be on file in the district.

By including a student on the **NON-QUOTA** registration form, the district indicates that the student is visually impaired according to the specification listed below and acknowledges that an eye report within three years of August 1, 2019 is on file in the district and MIRC to support the registration of the students listed. Remember, a one-time parent consent form must be on file in the district and at MIRC before students can be served. All information with an \* is required. The form must be uploaded into your district's MIRC Sharepoint folder with the file name District Name\_**NON-QUOTA** Registration **on or before Friday, February 22, 2019**. Please email Dr. Jeremy Stinson at [jstinson@mdek12.org](mailto:jstinson@mdek12.org) or call (601) 984-8266 if you need further assistance.

### Definitions of Required Information and Reporting Codes

- 1. Student Name-** Report each student's full name using upper and lower case in this order: last name, first name, middle name (e.g., Doe, John G). The middle name is not required, but it is highly recommended to supply an initial or middle name unless the information is not available.
- 2. Date of Birth-** Give the student's date of birth in numbers using this sequence: month, day, year (e.g., 06/03/1985).
- 3. Grade Placement-** Please carefully review the following chart of student placement categories, being certain the grade placement reported accurately reflects each student's actual placement. Only the following codes will be accepted. **Report the current grade as of the first Monday in January 2019.**

**Note:** Students who exceed school age as determined by respective state law must be registered as Adult Students (Reporting Code "AD").

**a. Adult Students**-Includes all eligible participants over school age as determined by individual state law, in instructional programs of less than college level.

### **Reporting Code for Adult Students: AD**

### **Definition of Adult Students Still Enrolled in High School or Below**

Per the Federal Government, students that are still registered in high school or below and are above your state's age/grade limitation for high school must be coded as adults in their grade field. This does not mean that they cannot be registered in this program. It does mean that per the federal government they must be coded as adults or AD in their grade field.

For the purposes of Federal Quota Registration, school age is to be determined by the state law of each respective state.

### **b. Preschool through Twelfth Grade Reporting Codes**

#### **Reporting Code    Definition**

<b>IP</b>	Infants: Children of preschool age served by infant programs
<b>PS</b>	Preschool Students: Children of preschool age served by preschool programs
<b>KG</b>	Kindergarten Students: Children enrolled in kindergarten classes
<b>01-12</b>	Students of School Age: Determined by state law, in regular academic grades 1 through 12. Please indicate grade placement by using numerals 01 through 12
<b>AN</b>	Academic Non-graded: Students of school age, as determined by state law, who are working to acquire skills necessary for placement in a regular grade.
<b>FC</b>	Functional Curriculum Students: Students in Grades 01 – 12 working toward a graduation certificate or non-traditional diploma. Could include students in a vocational program.
<b>TR</b>	Transition Students: Students of school age, as determined by state law, in secondary instructional programs designed to supplement the traditional academic curriculum. Could include students in post-graduate programs at less than college level.

**OR**

Other Registrants: Students of school age, as determined by state law, who do not fall into any of the above placements (e.g., students enrolled in classes for nonacademic students)

**4. Corrected Visual Acuity in Better Eye-** list the **corrected** visual acuity of the better eye

Tips to help understand visual acuity:

- **Non-quota** students are those whose best **corrected** vision is between 20/70 and 20/200 in the better eye.
- "Corrected" or "with correction" is the student's visual acuity with an aid such as glasses or contacts.
- As the denominator (bottom number) of a visual acuity increases, the student's vision worsens.
- The "better eye" has the visual acuity with the lowest denominator.
- For example, if a **non-quota** student has corrected visual acuities of 20/300 in the left eye and 20/150 in the right eye, the better eye (right) has a corrected visual acuity of 20/150 and is the number you report on the form.
- If large print materials are needed for a student with a visual acuity better than 20/70 (e.g. 20/40), then a statement of need for large print textbooks from the student's optometrist, ophthalmologist, or medical doctor must be on file in the district **and** MIRC.

**5. Parent Consent –** The APH & MIRC Parent Consent Form must be completed, signed, and on file in the district and at MIRC before materials are shipped. This form is to only be completed the first time a student is registered. Place a check in the "Yes" box once the form is on file.

**6. Notes –** This is a free form section to indicate other information such as siblings, twins, triplets, student moved to another district, student graduated, et

**7. Important Reminders-**

- Be sure to use a valid eye report that is no more than three years old by August 1, 2019, which means the eye report should have been done between August 1, 2016 and August 1, 2019.
- Remember, a one-time parent consent form must be on file in the district **and** at MIRC.

- The eye report but must be on file at the local school district or center where the student is enrolled **and** at the MIRC in the event an auditor requires evidence of the student's visual impairment.
- ***Diseases of the eye are NOT acceptable reporting codes.***

**NOTE:** The above information is for reference purposes only to help you complete the **NON-QUOTA** Student Registration Form. It is important to complete the registration form accurately and completely in the event of an audit. Data reported by the district on the **NON-QUOTA** Student Registration Form will be accepted by the MIRC director as it appears on the form unless there are discrepancies when compared with the eye report. If an error is detected on the registration form, the MIRC director will return the form to the district contact for correction. If you have further questions, please contact Dr. Jeremy Stinson at [jstinson@mdek12.org](mailto:jstinson@mdek12.org) or (601) 984-8266.