



# Mississippi School for the Blind

State Superintendent of Education • Carey M. Wright, Ed.D.  
Chief Academic Officer • Nathan Oakley, Ph.D.  
Superintendent • Wendy Rogers

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## MEMORANDUM

TO: Directors of District Special Education Programs

FROM: Dr. Jeremy Stinson, Director, Mississippi Instructional Resource Center (MIRC)

DATE: January 18, 2019

RE: Important Deadlines and Processes for Spring 2019

The purpose of this communication is to support you in the identification of students in your district who are blind or visually impaired for the upcoming 2019 APH Federal Quota Census and the 2019-2020 school year. MIRC no longer utilizes MSIS to share documents, so please upload all MIRC documents to your district's **MIRC folder** at <https://districtaccess.mde.k12.ms.us/MIRC/TEXTBOOKS/Forms/AllItems.aspx>

A follow-up email to your MIRC contact indicating a new document has been uploaded is appreciated but not required. General questions regarding a student can still be sent to MIRC via email if only first and last initials are used. Email [jstinson@mdek12.org](mailto:jstinson@mdek12.org) or call (601) 984-8226 for assistance.

### **IMPORTANT ON OR BEFORE DEADLINES**

February 8, 2019	Upload registration of students who are legally blind for APH Federal Quota Census
February 22, 2019	Upload registration of NON-QUOTA students who are visually impaired but <u>not</u> legally blind
March 29, 2019	Upload textbook/material orders for the 2019-2020 school year to ensure timely delivery
June 7, 2019	Return all 2018-2019 materials unless needed for the 2019-2020 school year
July 15, 2019	MIRC will ship all new textbooks/materials for the 2019-2020 school year

### **The Student Registration folder in MIRC SharePoint contains the following:**

**Instructions for FEDERAL QUOTA Registration** are steps to assist you in registering students who are legally blind for the census.

**Blank APH 2019 FEDERAL QUOTA Registration Form** is used to register students who are legally blind for the APH Federal Quota Census. *Please upload this completed form to the **MIRC Student Registration SharePoint folder by 5:00 p.m. on or before Friday, February 8, 2019.***

**Instructions for NON-QUOTA Registration** are to assist you in registering students who are not legally blind but who are visually impaired.

**Blank NON-QUOTA Registration Form** is used to register students who are not legally blind but who are visually impaired. MIRC uses other state and federal funds to support all visually impaired students, especially NON-QUOTA students. *Please upload this completed form to the **MIRC Student Registration SharePoint folder by 5:00 p.m. on or before Friday, February 22, 2019.***

**The Parent Consent folder in MIRC SharePoint contains the following:**

**Blank APH & MIRC Parent Consent Form** was a new, one-time requirement for each student last year during the 2018 census and does not have to be resubmitted annually. Only upload this form to SharePoint for students you are registering for the first time and who were not registered for the 2018 census. This form is also available in Spanish as a Word document in the Parent Consent SharePoint folder.

**The Eye Report folder in MIRC SharePoint contains the following:**

**Blank New MIRC Eye Report** can be used and is highly recommended, especially if the district provides it to the student before a first time visit or re-evaluation. The new form is designed to help clarify complicated eye conditions to determine federal quota census eligibility. A general eye report from the clinic is acceptable if it includes a corrected visual acuity and peripheral field of vision measurement. Remember, you only submit an eye report once for a student who is completely blind since the expiration rule does not apply.

**Optometrist Clarification Form** is used only if MIRC and/or the district needs the optometrist to clarify the eye report to determine if a student meets the definition of blindness (MDB) or functions at the definition of blindness (FDB).

**The Book Request folder in MIRC SharePoint contains the following:**

**Blank Textbook and APH Material Request Form 2019-2020** must be uploaded to SharePoint for each student when ordering textbooks or materials. Districts are no longer able to submit orders via MSIS. To order additional materials for a student after the initial order, just upload a new request form. *Districts must upload orders by 5:00 p.m. on or before Friday, March 29, 2019 to ensure timely delivery for the 2019-2020 school year.* Orders can still be placed after March 29<sup>th</sup>, but districts are less likely to receive materials prior to the first day of school.

**The Acknowledgement folder in MIRC SharePoint contains the following:**

**Blank Acknowledgement Form 2019-2020** is used to verify receipt of materials by the district from MIRC. The acknowledgement form is included with each shipment and should be signed and uploaded to SharePoint. The form in SharePoint can be used as an extra copy if needed.

**Returning 2018-2019 Materials**

Please feel free to send textbooks/materials from first semester back to MIRC if you no longer need them for the remainder of the year. If the same student needs the item for next school year or if another student needs the item, please email Patricia White at pawhite@mdek12.org and let her know instead of sending the item back. Remember to only use the student's first and last initials when communicating via email.

*Send all returnable 2018-2019 materials to MIRC on or before Friday, June 7, 2019 so we can send new materials for the 2019-2020 school year.* The following procedures will ensure delivery:

- Box materials securely in original boxes if possible and number all boxes (e.g. box 1 of 5).
- Enclose a note or a copy of the original packing slip in **each** box you return. Include the **district contact person's name, name of student who used the instructional materials, district name, district address, school name, and school address.**
- Materials can be shipped postage free if mailed by the United States Postal Service. Simply place a label on the box with the following shipping address:

**“FREE MATTER FOR THE BLIND” - Mississippi School for the Blind**  
**Attention: MS Instructional Resource Center**  
**1252 Eastover Drive**  
**Jackson, MS 39211**