

TO: Directors of District Special Education Programs

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

DATE: December 9, 2020

RE: Important Deadlines and Processes for Spring Semester 2021

Thank you all for your patience and understanding as the MIRC has worked with you to serve your students who are blind or visually impaired during the pandemic. The purpose of this communication is to support you in the identification of your students for the upcoming 2021 APH Federal Quota Census and the 2021-2022 school year. As a reminder, please upload all MIRC documents to your **MIRC Sharepoint folder** at:

<https://districtaccess.mde.k12.ms.us/MIRC/TEXTBOOKS/Forms/AllItems.aspx>

Please email your **MIRC contact** each time a document is uploaded so she can retrieve it. 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 or call (601) 984-8226 for assistance.

IMPORTANT ON OR BEFORE DEADLINES

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|------------------|--|
| January 15, 2021 | Upload registration of QUOTA students who are legally blind |
| January 29, 2021 | Upload registration of NON-QUOTA students who are visually impaired but <u>not</u> legally blind |
| March 5, 2021 | Upload textbook/material orders for the 2021-2022 school year to ensure timely delivery |
| June 4, 2021 | Return all 2020-2021 materials unless needed for the next school year |
| July 15, 2021 | MIRC will ship all new textbooks/materials for the 2021-2022 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 2021 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, January 15, 2021.***

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, January 29, 2021.**

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 beginning in 2018 and does **not** have to be resubmitted annually. Only upload this form to SharePoint for students you are registering for the first time who were not registered for the 2019 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 student takes it to a first-time visit or re-evaluation with the doctor. 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 in the better eye. 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 2021-2022 must be uploaded to SharePoint for each student when ordering textbooks or materials. 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 5, 2021 to ensure timely delivery for the 2021-2022 school year.** Orders can still be placed after March 5th, 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 2021-2022 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 2020-2021 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 your MIRC contact 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 2020-2021 materials to MIRC on or before Friday, June 4, 2021 so we can send new materials for the 2021-2022 school year.*** The following procedures will ensure proper 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 (acknowledgement form) 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 and be sure "Free Matter For The Blind" is written in large, bold letters:

“FREE MATTER FOR THE BLIND”

Mississippi School for the Blind/MIRC

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