

MIRC

Mississippi Instructional Resource Center

Federal Quota Census Support

1st MONDAY OF JANUARY



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Ensuring a bright *future* for every child

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Mississippi Instructional Resource Center (MIRC)

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601-984-8266

VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

1. All Students Proficient and Showing Growth in All Assessed Areas
2. Every Student Graduates from High School and is Ready for College and Career
3. Every Child Has Access to a High-Quality Early Childhood Program
4. Every School Has Effective Teachers and Leaders
5. Every Community Effectively Uses a World-Class Data System to Improve Student Outcomes
6. Every School and District is Rated “C” or Higher

1.1 Definition, Purpose, and Authority for Data Collection

- The annual registration of students who are legally blind is the count of eligible students in each public school, private, parochial, home school, or any agencies in the state of Mississippi the first Monday in January. This registration generates federal funds for educational materials from the American Printing House (APH) for the Blind Federal Quota Program. MIRC refers to qualifying students as **FEDERAL QUOTA** students.
- MIRC also services partially-sighted students whose best corrected vision is no better than 20/70 or whose doctor requests large print textbooks. MIRC refers to these students as **NON-QUOTA** students.

2.1 Eligibility for **FEDERAL QUOTA** Student Registration

To qualify for the Federal Quota program a student **must** meet the following criteria:

1. Meet the definition of legal blindness - central visual acuity of 20/200 or less (i.e. less vision, worse vision) with best correction or a visual field no greater than 20 degrees.
2. Registrants must meet the functionality requirement:

MDB – a central visual acuity of 20/200 or less in the better eye with best correction (using the Snellen Chart) or a visual field of 20 degrees or less

or

FDB – visual performance is reduced by brain injury or dysfunction when visual functions meet the definition of blindness as determined by an eye care specialist (ophthalmologist or optometrist) or another medical doctor such as a neurologist

Section 2: American Printing House for the Blind Federal Quota Program Registration

3. Be enrolled in a formally organized public, parochial, private, home school, or non-profit educational program of less than college level.
4. Be enrolled with the registering school or agency on the first Monday in January.

A complete description of the Federal Quota Fund may be obtained at <http://www.aph.org/federal-quota/>.

IMPORTANT: A student who qualifies for the APH Federal Quota Census must have a “central visual acuity of 20/200 or less in the better eye with best correction or a peripheral field of vision no greater than 20 degrees or visual performance reduced by a brain injury or dysfunction that meets the definition of blindness as determined by an eye care specialist or neurologist.” The student must be enrolled in your district/agency on the first Monday of January. All information with an * is required. **Please review the instructions in your MIRC Sharepoint Student Registration folder before completing this form.**

District/Agency Name

District Code

January _____, 20____

*Student Name (Last, First Middle) e.g. Doe, John Bradley	*Date of Birth (MM/DD/YYYY) e.g. 08/13/2005	*Current Grade	*Vision Function (MDB or FDB)	*Primary Language of Learner (EN, SP, or OT)	*Primary Reading Medium (V,B,A, PRE, or SN)	*2 nd Reading Medium (V,B,A, or NA)	Other or 3 rd Reading Medium (V,B,A, or NA)	Parent consent on file? (Yes or No)	Visual acuity verified? (Yes or No)	Date of most current eye report? (MM/DD/YYYY) e.g. 10/22/2012
								<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
								<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
								<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
								<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
								<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
								<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
								<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
								<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Check here if you have no students to report.

IMPORTANT: All districts must complete the information on page 2 and return it to Mississippi Instructional Resource Center.

Notes to MIRC Regarding Students

Assurance of Superintendent, Director of Special Education, or Other Designee: I certify that the enclosed registration information is accurate, documented fully, and on file in our district.

Signature

Date

Name

Title

Email Address

Office Phone

School Cell Phone (optional)

District/Agency

Physical Mailing Address

City

State

Zip Code

IMPORTANT: Upload this completed registration form into your **MIRC Student Registration folder** with file named **District Name APH FEDERAL QUOTA Registration.**

2.2 Eligibility for **NON-QUOTA** Student Registration:

To qualify for materials through state/federal funding, a student must meet the following criteria:

- Central visual acuity worse than 20/70 but better than 20/200 in the better corrected eye (i.e., 20/100)
- If the visual acuity is better than 20/70 (i.e., 20/30), then a statement of need for large print textbooks from the student's optometrist or medical doctor must be on file.
- Be enrolled in a formally organized public, parochial, private, home school, or non-profit educational program of less than college level.

MIRC Registration for NON-QUOTA Visually Impaired Students

MIRC also provides services to partially-sighted students 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. Completion of the form below indicates that your student is visually impaired according to the specification above, and you acknowledge that an eye report less than 3 years old as of the current school start date is on file in your district and MIRC. Remember, a one-time parent consent form must be on file in your district and at MIRC. All information with an * is required.

Name of District/Agency

District #

*Student Name (Last, First Middle) e.g. Doe, John Bradley	*Date of Birth (MM/DD/YYYY) e.g. 08/13/2005	*Grade Placement	*Corrected Visual Acuity in Better Eye e.g. 20/100	*Parent Consent on File? Yes or No	Notes
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Check here if you have no students to report. Complete the information on page 2 and return it to Mississippi Instructional Resource Center.

Superintendent, Director of Special Education, or Other Designee: I certify that the enclosed registration information is accurate and fully documented.

Signature

Date

Name

Title

District/Agency

Physical Mailing Address

City

State

Zip

IMPORTANT: Upload this completed registration form into your **MIRC Student Registration** folder with file name **districtname NONQUOTAreistration**.

Quiz Time!

QUOTA OR NON-QUOTA?

Visual Acuity

If the acuity can be measured, complete this box using the Snellen acuities or Snellen equivalents or NLP, LP, HM, CF.

Without Glasses		With Best Correction	
Near	Distance	Near	Distance
20/50	20/200	N/A	
^R 20/50	^R 20/400		
^L 20/50	^L 20/400		

If the acuity cannot be measured, check the most accurate estimation:

- Legally Blind
 Not Legally Blind

Check the most appropriate statement:

This patient appears to have no vision.
 This patient **has a serious visual loss** after correction.
 This patient **does not have** a serious visual loss after correction.

Field of Vision: Is there a limitation? Yes No If yes, what is the widest diameter? _____

Muscle Function: Normal Abnormal Describe: Nystagmus

Diagnosis: (cause of student's blindness or visual impairment, if known) Ocular Albinism

Prognosis: Permanent Recurrent Improving Progressive Can be improved

Treatment Recommended:

Glasses Medication (list) _____

Patches (Schedule): Low Vision Evaluation

R _____

L _____

Other Enlarged print materials.

Precautions/ Suggestions and recommendations:

Answer: QUOTA

Explanation: Notice the corrected vision is listed as N/A, which is sometimes written as NC (No Change). The student's vision is 20/400 in both eyes, which is worse than 20/200. Also, it's important to note the doctor requested large print materials, which is always helpful in qualifying students for MIRC services.

C. Has pupil's ocular condition occurred in any blood relative(s) _____ If so, what relationship? _____

II. MEASUREMENTS (see back of form for recording visual acuity and table of approximate equivalents.)

	DISTANT VISION			NEAR VISION			PRESCRIPTION		
	Without correction	With best correction	With low vision aid	Without correction	With best correction	With low vision aid	Sph.	Cyl.	Axis
Right eye (O.D.)	20/240	20/160+		SM allow	SM ⁺ allow				
Left eye (O.S.)	20/200	20/160		SM allow	SM allow				
Both eyes (O.U.)									

Date _____

B. If glasses are to be worn, were safety lenses prescribed in: Plastic _____ Tempered glass _____ *with ordinary lenses

C. If low vision aid is prescribed, specify type and recommendations for use: _____

D. FIELD OF VISION: Is there a limitation? NO If so, record results of test on chart on back of form.

What is the widest diameter (In degrees) of remaining visual field? O.D. _____ O.S. _____

E. Is there impaired color perception? _____ If so, for what color(s)? _____

III. CAUSE OF BLINDNESS OR VISION IMPAIRMENT

A. Present ocular condition(s) responsible for vision impairment. (If more than one, specify all but underline the one which probably first caused severe vision impairment.)

O.D. Ocular Hypopigmentation, Nystagmus

O.S. Ocular Hypopigmentation, Nystagmus

B. Preceding ocular condition, if any, which led to present condition, or the underlying cause: O.D. _____

Answer: NON-QUOTA

Explanation: You may have immediately thought QUOTA because of the first numbers you saw, but remember to look for the distance corrected visual acuity in the better eye. In this example, the corrected distance visual acuity is 20/160 in both eyes. The visual acuity is better than 20/200, which means the student does not qualify for federal quota.

II. MEASUREMENTS (see back of form for recording visual acuity and table of approximate equivalents.)

A. VISUAL ACUITY	DISTANT VISION			NEAR VISION			PRESCRIPTION		
	Without Correction	With best correction	With low vision aid	Without correction	With best correction	With low vision aid	Sph.	Cyl.	Ax
Right eye (O.D.)	20/100	20/100		18/100	NI				
Left eye (O.S.)	MLP	MP		MLP	NI				
Both eyes (O.U.)									Date _____

B. If glasses are to be worn, were safety lenses prescribed in: Plastic _____ Tempered glass _____ *with ordinary lenses

C. If low vision aid is prescribed, specify type and recommendations for use: _____

D. FIELD OF VISION: Is there a limitation? YES If so, record results of test on chart on back of form.

What is the widest diameter (in degrees) of remaining visual field? O.D. FULL O.S. 0°

E. Is there impaired color perception? _____ If so, for what color(s)? _____

III. CAUSE OF BLINDNESS OR VISION IMPAIRMENT

A. Present ocular condition(s) responsible for vision impairment. (If more than one, specify all but underline the one which probably first caused severe vision impairment.)

O.D. SEPTO-OPTIC DYSPLASIA
 O.S. SEPTO-OPTIC DYSPLASIA

Answer: NON-QUOTA

Explanation: You may have immediately thought QUOTA because you saw NLP (no light perception), but the student's better eye has a corrected distance visual acuity of 20/160, indicating the student does not qualify for federal quota. You also may have been tempted to qualify this student because the field of vision for the blind eye is zero degrees (less than 20), but the better eye has full field of vision.

- Visually Impaired (VI)** 20/70 or less in the better eye after correction or there is a limited visual field that could adversely affect educational progress.
- Meets the Definition of Blindness (MDB)** 20/200 or less in the better eye after correction or visual field no greater than 20 degrees.
- Meets the Definition of Blindness (MDB)** Immutable Condition (bilateral enucleations, etc)
- Functions at the Definition of Blindness (FDB)** Students in this category manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral visual impairment.

Section 3: Visual Diagnosis & Prognosis

Diagnosis: Ocular Albinism with Nystagmus

Prognosis: stable capable of improving progressive uncertain

Section 4: Acuties & Visual Fields *If unable to obtain Snellen Acuity, consider the FDB criteria*

	Distance Acuity (ft.)			Near Acuity (in.)		
	O.D.	O.S.	O.U.	O.D.	O.S.	O.U.
Corrected	20/70	20/50	20/50	20/70	20/50	20/50
Without Correction	20/200	20/150	20/150	20/200	20/150	20/150

Counts Fingers: O.D. O.S. Hand Movement: O.D. O.S.

Object Perception: O.D. O.S. Light Perception: O.D. O.S.

Is there a field limitation? Yes OMB If yes, please describe: Overall peripheral VF reduced

Please attach diagram of visual fields if tested.

2nd to Nystagmus - mild

Section 5: Prescription *Complete if glasses and/or contact lenses prescription issued*

OD: sphere +6.00 Cylinder -3.50 Axis 170

OS: sphere +4.25 Cylinder -2.50 Axis 010

Glasses: To be worn constantly for close work only for distance only for protection

Section 6: Ocular Surgery, Medications

NA

Section 7: Recommendations (Large Print/Braille Materials, Visual Aids, Physical Restrictions, etc...)

Large print schoolwork & front row seating in classroom

Answer: NON-QUOTA

Explanation: The better eye is the left eye (O.S) with a corrected distance visual acuity of 20/50. This student would not qualify for federal quota because the vision is better than 20/200. Notice the doctor marked “yes” to the vision field question, so you could follow up to see if it is 20 degrees or less, but it most likely would not be in this case. Also, notice the doctor included a note requesting large print materials.

Mississippi Instructional Resource Center (MIRC)



Eye Report for Vision Services & APH Registration

Section 1: Demographics

Student Name: _____ Grade _____ DOB: _____

District/School: _____ Date of Current Eye Exam: _____

Section 2: Eligibility for Vision Services and Federal Quota Fund Registration (mark all that apply)

Visually Impaired (VI) 20/70 or less in the better eye after correction or there is a limited visual field that could adversely affect educational progress.

Meets the Definition of Blindness (MDB) 20/200 or less in the better eye after correction or visual field no greater than 20 degrees.

Meets the Definition of Blindness (MDB) Immutable Condition (bilateral enucleations, etc)

Functions at the Definition of Blindness (FDB) Students in this category manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral visual impairment.

Section 3: Visual Diagnosis & Prognosis

Diagnosis: _____

Prognosis: stable capable of improving progressive uncertain

Section 4: Acuity & Visual Fields *If unable to obtain Snellen Acuity, consider the FDB criteria*

	Distance Acuity (ft.)			Near Acuity (in.)		
	O.D. (right)	O.S. (left)	O.U. (both)	O.D. (right)	O.S. (left)	O.U. (both)
Corrected						
Without Correction						

Counts Fingers: O.D O.S Hand Movement: O.D O.S

Object Perception: O.D O.S Light Perception: O.D O.S

Is there a field limitation? Yes No If yes, please describe: _____

Please attach diagram of visual fields if tested.

Section 5: Prescription *Complete if glasses and/or contact lenses prescription issued*

OD: sphere _____ Cylinder _____ Axis _____

OS: sphere _____ Cylinder _____ Axis _____

Glasses: To be worn constantly for close work only for distance only for protection

Section 6: Ocular Surgery, Medications

Section 7: Recommendations (Large Print/Braille Materials, Visual Aids, Physical Restrictions, etc...)

Section 8: Authorizations

Doctor's Name Printed: _____ Name of Practice: _____

Doctor's Signature: _____ MD OD

Parent/Guardian Signature: _____ Date: _____

I authorize the doctor listed above to release this information for educational purposes.

Section 3: District/Agency Responsibility for the Registration of the Blind and Visually Impaired Student

3.1 District/Agency Registration Responsibility

In the event an audit requires evidence of the student's educational program or visual acuity, the following information should be on file at the local agency or school for each student served by the MIRC:

- An IEP, 504, or any other written education plan to verify that the student is in a formally organized educational program (if applicable)
- Eye reports must be current within three years of August 1st of the current school year and must be updated until the child graduates, no longer needs services, or withdraws from the district
- Students who are visually impaired with a visual acuity of 20/70 or better must have a completed eye report specifically requesting large print materials or a separate signed statement from an optometrist or medical doctor indicating a need for large print materials.
- Students who are totally blind, whose eyes have been enucleated, or who have proven, non-changing eye conditions, must have an initial eye report or diagnosis on file. Once the student is registered, the report does not have to be sent to MIRC again.

Section 3: District/Agency Responsibility for the Registration of the Blind and Visually Impaired Student (Continued)

- A **parent consent form** must be signed and filed prior to the first year of service and will not have to be re-filed annually as long as the student remains in the requesting school district or another Mississippi school district.
- Districts must appoint a contact person to work with the MIRC who will supervise textbooks, equipment, and material orders. The Superintendent, Director of Special Education, or other designee must complete, sign, and date Page 2 of the annual registration form to certify that the information provided is accurate and fully documented. –
- Once the registration form has been submitted to MIRC, the student information is verified. After approval, the district/agency will be contacted by the Mississippi Instructional Resource Center and will be assigned to one of the MIRC staff members to assist in the ordering process.



MIRC

Mississippi Instructional Resource Center

Customer Service from Start to Finish



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Ensuring a bright *future* for every child

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Mississippi Instructional Resource Center (MIRC)

jstinson@mdek12.org

601-984-8266

2.3 Procedures for Materials Distribution

The MIRC is not intended to be the sole source for providing all items needed by the student who is blind or visually impaired. It is actually the responsibility of the district/agency to provide services and materials to students identified as blind or visually impaired. To provide equitable services and serve as many students as possible who are blind/visually impaired, the MIRC:

- Serves all students who are registered with MIRC on a first come, first served basis depending on budget allocations; Textbooks must be aligned/parallel to the state textbook policies [Miss. Code Ann. §§ 37-43-1, 37-9-14(2)(b) and 37-7-301(FF)]
- Limits textbooks to one textbook, per subject, per student; APH equipment to one per child
- Reserves the right to deny purchases
- Does not supply test preparation materials (discontinued pre-Common Core)

3.2 How to Request Materials

- All orders must be uploaded to the **Book Request** folder in Sharepoint at the following link:
<https://districtaccess.mde.k12.ms.us/MIRC/TEXTBOOKS/Forms/AllItems.aspx>
- Log-in using the Special Services Director's Sharepoint username and password and click on the district's folder. There are five (5) folders for uploading documents to MIRC. As a reminder, there is no MIRC folder inside the IDEA folder districts normally use
- The fillable Book Request Form folder in Sharepoint contains a blank **Textbook and APH Material Request Form** if needed. Upload a form for each student when ordering textbooks or materials and notify your MIRC contact via email each time an order has been uploaded.



**Mississippi Instructional Resource Center (MIRC)
Large Print/Braille Textbook & APH Material Request Form**

A **current eye report** (less than 3 years old as of Aug. 1st of the current school year) and an **initial parent consent form** must be approved by the MIRC director before items can be shipped. Complete this form in its entirety. Shipments may be delayed without an ISBN or APH catalog number.

Student Name:

Date:

District Name:

School Name:

Type of Print Required (mark all that apply): Large Print Braille E-File APH Materials

12-Month District Employee Receiving Materials:

12-Month District Employee's Email:

Best Phone Contact:

Shipping Address (No P.O. Boxes):

City:

Zip Code :

TEXTBOOKS

Grade Level	Title	*Student ISBN	Publisher	Copyright Date

APH CATALOG ITEMS

Grade Level	Item Name or Description	*Catalog Number	Price	Quantity

IMPORTANT: Upload this document to your MIRC [Sharepoint Book Request](#) folder. If you have questions, please call (601) 984-8226 or email jstinson@mdek12.org. Revised: 2020

Due to COVID-19, our Museum and Factory Tours have been temporarily suspended. Due to delivery delays with the USPS, please allow 6 – 8 weeks for delivery on items shipped via Free Matter for the Blind and 3 – 4 weeks for items sent via Priority Mail. If you have any questions, please contact cs@aph.org or call 1-800-223-1839.



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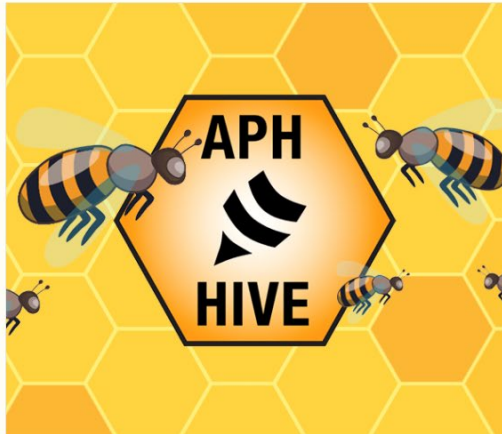
Ways to Give

Welcome everyone.

APH is open for business. To learn how we are working during COVID-19, please [read our blog](#).



APH Hive



The American Printing House for the Blind (APH) Hive offers a variety of free online courses for vision professionals and educators to increase their ability to respond to the needs of students with visual impairments. This "one-stop" for professional development offers ACVREP continuing education units upon successful completion of a course.

The courses can also be taken by parents, students, and consumers to gain information related to students with visual impairments. Each course includes single or multiple videos that range in length from five minutes to several hours. The course catalog is divided into the following categories:

- Assessment
- Early Childhood
- Core Curriculum
- Expanded Core Curriculum

[Course Catalog](#)

The [American Printing House](#) for the Blind is the world's largest nonprofit organization creating accessible learning experiences through educational, workplace, and independent living products and services for people who are blind and visually impaired.



3.3 Timeline for Requesting Instructional Materials

As a reminder, a *current eye report* within three (3) years AND a *parent consent form* must be on file and approved by the MIRC before materials can be ordered. Eye reports can be copies of the original from the optometrist or ophthalmologist, or the sample MIRC Eye Report is found in the Eye Report Sharepoint folder and can be sent with the student for an initial or follow-up exam. Eye reports for students who are totally blind should only be submitted once and have no expiration date.

Districts must upload orders by 5:00 p.m. on or before the March deadline each year to ensure timely delivery for the upcoming school year. Orders can still be placed after the March deadline, but districts are less likely to receive materials prior to the first day of school.

Please keep in mind that production of **large print textbooks takes one to three (1-3) months or longer at a cost of \$500-\$1500, and braille textbooks require a minimum of three to six (3-6) months or longer and can be over \$25,000 for new transcriptions.**

Dear Parents or Guardians,

The purpose of this letter is to inform you that the Mississippi Instructional Resource Center (MIRC) and your child's school district are in the process of completing the Annual Federal Quota Registration of Blind Students through the American Printing House (APH) Federal Quota Program. This federally-funded program provides textbooks, educational aids, 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 consent to release your child's personally identifiable information for these purposes.

The name(s) of your child(ren) will be registered, along with other pertinent information including birthdate, school district, grade placement, primary reading medium, and indication of visual function. All PII collected for this registration is confidential and will be protected from unauthorized access or use. Your child's PII will not be shared with any other entities or for any other purpose, unless permitted by state or federal law.

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; therefore, the EOT determines the manner in which information is collected and subsequently sent to APH in Louisville, KY.

Your written consent is required in order to provide this information to APH. Consent to include your child in the Federal Quota Census allows the MIRC 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 Mississippi.

If you have questions or concerns regarding the annual Federal Quota registration process, please contact Dr. Jeremy Stinson, MIRC Director, at jstinson@mdk12.org or (601)984-8226.

Mississippi Instructional Resource Center (MIRC)

Consent to Release Student Information

In order to register my child with MIRC and the American Printing House for the Blind (APH*), I hereby authorize the local school district and/or MIRC 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 and secondary reading medium, and cross reference of siblings also registered (to prevent duplication of registration).

I, _____ (print parent's name),

certify that I am the parent(s)/guardian(s) of

_____ (print student's 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 jstinson@mdek12.org.

Parent's 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 can receive specialized textbooks and accessible materials through the APH Federal Quota Program.

3.3 Timeline for Requesting Instructional Materials

For e-files:

Submit your request one (1) month before the e-file textbook is needed. The download is sent to the MIRC, then it is forwarded to the district/agency. Some textbooks/instructional materials are not available in e-files.

For American Printing House (APH) product requests:

Completely fill out the **Textbook and APH Material Request Form** with product information from the APH catalog or at <https://www.aph.org/shop/> Many of the products are made by hand, and extra time is needed to produce the textbook/instructional materials. MIRC does not have control of items on backorder from APH.

Note: Although we will continue accepting requests outside of the general timeline, the chance of getting your books in time for the start of school diminishes greatly, especially if the book has never been brailled or enlarged before.

3.4 Instructions for Receiving Materials and Textbooks

The MIRC ships all textbooks and instructional materials through the ***United States Post Office's Free Matter for the Blind Program***. Specialized equipment (Matt Connects, Smart Brailers etc.) will be by private courier. The MIRC must have acknowledgement of all materials received.

Use the following guidelines to check incoming shipments:

- Check the number of boxes received. A label will be attached that states 1 of __ boxes. If you do not have all boxes, contact the local postal service. There is no tracking for free matter packages.
- If all boxes are accounted for, check to make sure you have a complete set of textbooks. It is suggested you keep the boxes to send the materials back at the end of the year.
- Sign the acknowledgement slip and upload it to the **Acknowledgement** folder in Sharepoint within five business days of receiving the materials. Failure to return acknowledgement slips will cause payment delays, and costs may be incurred by the district.

Acknowledgement of Materials Received

The Mississippi Instructional Resource Center (MIRC) must have acknowledgment of all materials received whether sent from MIRC or directly from the vendor to the district. Complete the form below and upload to your MIRC [Sharepoint](#) Acknowledgements folder.

Student's Name:

School District:

Date Order Shipped:

ISBN/Catalog	Textbook Title	Number of Volumes	Received (Please Check)

I acknowledge receipt of the textbooks/materials listed above .

Personnel Receiving Textbooks/Materials _____

Personnel Signature _____ **Date** _____

3.5 Return Shipping Instructions

To make the most of our quota and state funds, the MIRC recycles and reissues as many textbooks, instructional materials, and pieces of equipment as possible. All items, except for consumables such as writing paper, disposable rulers, etc., belong to the MIRC and the Mississippi Department of Education and must be returned to the MIRC as soon as it is determined a student no longer needs the loaned items. If you wish to renew items for a current student or transfer items to another student in your district/agency, contact MIRC. **Failure to return instructional materials to MIRC may result in the district being charged for the cost of the item(s).**

In April, MIRC will send a reminder notice to help you identify and return loaned textbooks and equipment. Please return these materials on or before the first week of June so we can use them for other students for the next school year.

3.6 Shipping Guidelines

Use the following guidelines when returning materials:

- Box materials securely. It is suggested to keep the original shipping container for return. The boxes are designed for the materials and can be used multiple times. Many books are lost each year because boxes break open in the mail.
- Enclose a note or a copy of the acknowledgement form (packing slip) that was shipped with the products. Include the **district contact person's name, name of student who used the instructional materials, district name, district address, school name, and school address** in each box being returned.
- Number all boxes in the shipment (e.g., 1 of 5, 2 of 5).

3.6 Shipping Guidelines

- Materials can be shipped postage free if mailed by the United States Postal Service. Simply place a label on the box with the following:

“FREE MATTER FOR THE BLIND”

MS Schools for the Deaf and the Blind

MIRC/Admin. Bldg.

1403 Eastover Drive

Jackson, MS 39211

- Materials and/or textbooks may also be personally delivered to the MIRC by appointment only. A cart (if available) will be provided for you to unload your materials.

3.7 Instructions for Equipment and Material Repairs

Specialized equipment (i.e., Matt Connects, Brailers, TI-84 talking graphing calculators, etc.) in need of repair should be returned to the Mississippi Instructional Resource Center (MIRC). **Do NOT return any materials to American Printing House for the Blind in Kentucky.**

When returning equipment for repair:

- Put a note in the shipping container explaining what is wrong with the product.
- If a replacement is needed immediately, contact the MIRC to make arrangements.
- Materials should be shipped via courier to ensure insurance and tracking to:

“FREE MATTER FOR THE BLIND”

MS Schools for the Deaf and the Blind

MIRC/Admin. Bldg.

1403 Eastover Drive Jackson, MS 39211



MIRC

Mississippi Instructional Resource Center

General MIRC Information



Jeremy Stinson, Ph.D.

Mississippi Instructional Resource Center (MIRC)

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601-984-8266

Mississippi Instructional Resource Center (MIRC) Overview

- created in 2008
- located on the campus of the Mississippi Schools for the Deaf and the Blind
- a statewide resource center and depository designed to assist Mississippi's students who are visually impaired with specialized textbooks, equipment, and materials

MIRC Vision:

Unwavering service to VI students across Mississippi

MIRC Mission:

Continuous foundational support for VI students across Mississippi

Miss. Code Ann. § 37-23-199 (2016)

(1) ***All textbook publishers that sell textbooks published after December 2008 to school districts within the state must furnish the State Department of Education with computer files for literary and nonliterary subjects in the National Instructional Media Access Standard (NIMAS) from which Braille, audio and large print versions of the textbooks can be produced.*** The publishers also shall furnish the Department with NIMAS files, American Standard Code for Information Interchange (ASCII) or other electronically formatted files compatible with Braille conversion for all adopted textbooks and supplementary materials, in both literary and nonliterary subjects, including natural sciences, computer science, mathematics and music, published after December 2008. All books purchased must have appropriate accompanying reproduction files.

Miss. Code Ann. § 37-23-199 (2016)

(2) The State Board of Education *shall promulgate and publish regulations, policies, and procedures for the administrative operation of the Mississippi Instructional Resource Center (MIRC)* to further assure that blind and visually impaired students are annually identified and registered in order that all materials and textbooks required by blind and visually impaired students are *received and distributed at the same time and in the same manner as textbooks and materials for their sighted peers*. The MIRC manual must address, but is not limited to, addressing the following:

(a) *The Federal Quota Program*, established to promote the educational interests of blind and visually impaired students, which qualifies the state for funds from American Printing House for the Blind;


Miss. Code Ann. § 37-23-199 (2016)

2(b) The ***on-time delivery of textbooks and materials to blind and visually impaired students***, so that the delivery of Braille and large print textbooks and all related supplementary materials will be commensurate with the delivery of regular print textbooks and materials for sighted students as outlined in textbook policies and procedures effective January 1, 2013; and

2(c) ***Communication policies between MIRC, the department and local school districts designating a timeline for book orders, confirmations of orders, status and tracking of orders, delivery dates of orders and the return of books at the end of use by a district.***

(3) The board also shall develop and publish policies and procedures for support for ***district level production of literary and nonliterary Braille textbooks and materials by August 1, 2013***, in order to better facilitate the on-time delivery of textbooks to blind and visually impaired students.

Note: currently working to remove this requirement



MISSISSIPPI SCHOOL FOR THE BLIND

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Mississippi Instructional Resource Center (MIRC)

The Mississippi Instructional Resource Center (MIRC) serves as a repository for braille textbooks, large print textbooks, and specialized educational materials. The MIRC coordinates the registration of students who are legally blind and manages the APH Federal Quota Funds. The funds are used to purchase braille, large print, and specialized textbooks and educational materials for students who are legally blind in public, private, and parochial schools and other statewide agencies. The MIRC is also appropriated funds by the state legislature to provide services to partially-sighted students whose best corrected vision is no better than 20/70 or whose doctor requests large print textbooks.



From left to right: Reshanna Coleman, Dr. Jeremy Stinson, & Patricia White

REQUESTING TEXTBOOKS & MATERIALS

- [Federal Quota Census Support Presentation](#)
- [MIRC January 2021 Federal Quota Census Memo](#)
- [Textbook and APH Material Request Form](#)
- [Acknowledgement Form Packing Slip](#)

ANNUAL REGISTRATION

- [What is Federal Quota?](#)
- [Instructions for FEDERAL QUOTA Registration](#)
- [FEDERAL QUOTA Registration Form](#)
- [Instructions for NON-QUOTA Registration](#)
- [NON-QUOTA Registration Form](#)
- [Data Collection Explanation for Parent](#)
- [Parent Consent Form](#)
- [Parent Consent Template \(Spanish\)](#)
- [MIRC Eye Report](#)
- [Optometrist Clarification Template](#)

SUPPORT

- [MIRC Policies and Procedures Manual](#)
- [Frequently Asked Questions](#)
- [Contact MIRC](#)

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Cheryl Kaler

MSD Principal

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Administrative Assistant

Reshanna Coleman

Secretary Principal





MISSISSIPPI
DEPARTMENT OF
EDUCATION

Ensuring a bright *future* for every child

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