



# Texas School for the Blind and Visually Impaired Outreach Programs

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## Annual Registration of Students in Texas with Visual Impairment & the Texas DeafBlind Child Count November 2017

Developed for  
Texas School for the Blind & Visually Impaired  
Outreach Programs

## Chapters

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- Annual Registration of Students in Texas with Visual Impairment
- The Texas DeafBlind Child Count
- Registration of Students with Visual Impairment Receiving Accommodations through Section 504
- The Superintendent's Approval Process
- Final Tips for Everyone

## New or Noteworthy for 2018

- Here's a helpful hint: The VI and Section 504 Registrations have a pale yellow background, while the Texas DeafBlind Child Count has a pale blue background.
- The Superintendent login is found on the Texas DeafBlind Child Count login page.
- New search features will help you to find students even if there is a number or letter transposed.
- New this year is a link in the top left of each application so that you can easily switch between the Annual VI Registration and the Texas DeafBlind Child Count. All students on the Texas DeafBlind Child Count are also entered in the Registration of Students with Visual Impairment, so you will be reminded to enter your students in both counts.
- Statewide assessments are listed for you. If your student took the STAAR alt 2, you will be asked to indicate whether it was scored or NAAR (no authentic academic response)
- At the end, instead of a contact person, the registration asks for the Teacher of Students with Visual Impairment assigned to this student. If the student is DeafBlind, you will also note the Teacher of Students who are Deaf and Hard of Hearing.
- Not a change, but please remember that parent addresses change often. Please double check that you are providing a current address.

## Annual Registration of Students in Texas with Visual Impairment

### Why Participate in Registration of Students in Texas with Visual Impairment?

- APH quota funds are determined by the number of students registered as being legally blind.
- Each student registered moves \$272.69 to the Texas Instructional Materials Center for us to purchase materials from the American Printing House for the Blind Quota Fund. These registrations in 2017 generated \$1,424,259.80 to purchase materials for students enrolled in public schools.
- Students should be registered to qualify for braille and large print textbooks through the Division of Textbook Administration of the Texas Education Agency.
- A student must be registered in order to receive books and other materials from the Texas State Library and Archives Commission, Talking Book Program.
- Student registrations qualify students for services available through State Supplemental VI funding for the unique needs of students with visual impairment.
- These student counts help facilitate local, regional, and statewide program planning.

### What Do You Need to Complete the Annual Registration of Students in Texas with Visual Impairment?

- Basic demographic information
- Texas Student Data System Unique ID Number is required. The only exceptions are for infants under age 3 and unique situations for transfer students.
- Current eye report
- Etiology of visual disability and other identified disabilities
- Reading media and grade level of textbook used
- Your superintendent's signature
- [Parental consent form](#)

### Getting Started with the Online Registration

- You can locate the online site by going to the [TSBVI website](#) and click on the [link](#) for the **Annual Registration of Students in Texas with Visual Impairment** home page. It will take you to a page that gives lots of information about the registration process.
- Click [link](#) on the right-hand side for the **VI Registration login** page.
- Your login is the six-digit county district number *without* the hyphen. Enter the six digits only.

### Passwords

- The password is a string of numbers sent to your district's contact person by email from TSBVI Outreach. The district contact for VI Registration is typically a Teacher of Students with Visual Impairment or Special Education Director. This information was provided by your region's education service center.
- Passwords are initially sent out via email in late November or early December. Reminders that include login credentials will be sent periodically until this count is closed.
- Registering students served under Section 504 is done with a separate password through the VI Registration site. This password is included in the email.
- Please contact [Brian Sobeck](#) if you need either password resent for your district or charter.

## Registration Menu

- At the top of the registration menu is your District Name, District Number, ESC Region, and District Status.
- As long as District Status is showing “Open” you can make changes to the registration.
- You have not completed the registration until the District Status shows “Closed”.

## Adding a Student

- If you have new students to add, click on “Student Records” and then “Add Student” to fill in their information.
- ***Students who are DeafBlind should be included on this registration.***
- ***Students with multiple disabilities that include visual impairment should be included on this registration.***

## Dropping a Student

- If a student is no longer being served in this district, click on their name and then click the blue statement at the very bottom of the screen under the “Accept” button.
- The system will drop the student from the 2018 registration list and move them to the archive list.

## Exceptions for Students without Unique ID Numbers

- Infants without Unique Texas ID numbers can now be added by just entering the last four numbers of their Social Security Number.
- If you have a student without a Texas Unique ID who is not an infant, you can still register that student by calling Brian Sobeck at (512) 206-9225.

## Student Records

- This screen shows you a list of students who were on the registration last year.
- Select a student to get the full record to open.
- You now can edit any of the data in the record.
- Please verify all the fields as there have been changes from the previous year.
- Carefully check the family address, the assigned Teacher of Students with Visual Impairment information and note the accurate Statewide Assessment.
- Please also pay special attention to grade level for students who were coded IP or PS last year.
- There is a glossary with definitions for each data point, indicated by a question mark in a blue circle. Please consult that glossary if you have questions on how to fill out a field.

## Changes for Existing Students

- Make sure the Texas Student Data System Unique ID Number is entered for each student. The ten-digit Unique Texas ID is required for each child. Children birth through three may still use the last four digits of their Social Security Number if there is no Texas ID.
- Verify the current grade is accurate.
- Primary language of learner is defined as primary language used for instruction. If the child is being instructed at home, language still refers to the language used to instruct the child at home.

## Three Choices for Level of Vision

### **MDB – Meets the Definition of Blindness**

A central visual acuity of 20/200 or less in the better eye with best correction (using the Snellen Chart) or a peripheral field of vision no greater than 20 degrees.

### **FDB – Functions at the Definition of Blindness**

The American Printing House for the Blind defines this category in this way:

A student whose visual performance is reduced by a brain injury or dysfunction may be considered blind for educational purposes when visual function meets the definition of blindness as determined by an eye care specialist or neurologist. Students in this category have unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral visual impairment. Even in the case of a non-communicative or non-responsive student, there must be verification that the student meets the definition of blindness or functions at the definition of blindness.

### **NLB – Not Legally Blind**

Does not meet either definition of blindness.

### **Primary Reading Medium**

If the student typically reads print, their primary reading medium is visual. For students with more significant visual impairment who read most of their instructional materials in braille, please indicate that as their primary reading medium.

### **Consent**

The form titled “CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION FROM THE REGISTRATION OF STUDENTS WITH VISUAL IMPAIRMENT AND THE TEXAS DEAFBLIND CHILD COUNT”- found [here](#)- must be used to obtain the parental consent. This form can be viewed and downloaded in English, Spanish and Vietnamese.

### **Orientation and Mobility (O&M) Current Evaluation**

Has the student received an evaluation from a Certified Orientation and Mobility Specialist within the last 3 years or has the ARD committee accepted an O&M evaluation as current?

### **Teacher of Students with Visual Impairment Assigned to Student**

Give the name of the specific teacher of students with visual impairment (TVI) meeting the IEP goals for this student. Please do not enter all students from a district under one name if there are multiple TVIs.

### **Last Statewide Assessment Taken**

These fields have changed as options have changed. Please note which assessment the student took most recently. Your choices are the STAAR, STAAR WITH ACCOMMODATIONS, STAAR L (which is being phased out), the STAAR Alt 2, or note that this student didn't take statewide assessment due to their age or grade. For students who took the STAAR Alt 2, mark whether it was scored or the student was designated as having NAAR (No authentic academic response).

## **Accept**

**If you do not click “Accept” at the bottom of the page after entering each student’s information, all of your work will be lost!**

## **Close District Data**

- Once all student information is complete, return to the main menu.
- Click “District Student List Report” and download your data. Multiple formats are available.
- Click “Close All Entry for District” on the left. You must close all entries before the Superintendent can approve a district’s registration data.

## **Deadlines**

- The information added should represent a snapshot of the current student body on January 1, 2018; or the first day school reconvenes after the winter break.
- The deadline for turning in this information is January 31, 2018.

# The Texas DeafBlind Child Count

## Getting Started with the Texas DeafBlind Child Count

You can locate the online site by going to the [TSBVI website](#) and click on the [link](#) for the Texas DeafBlind Child Count. It will take you to a page that gives lots of information about the registration process.

- Click link on the right-hand side for the [DeafBlind Child Count login](#).
- Your login is the six-digit county district number *without* the hyphen. Enter the six digits only.
- Students whose disability code includes both AI and VI should be included on this child count.
- The login and password codes for this data are the same as the login and password for the Annual Registration of Students in Texas with Visual Impairment.

## Passwords

- The password is a string of numbers sent to your district's contact person by email from TSBVI Outreach. The district contact for the DeafBlind Child Count is typically a Teacher of Students with Visual Impairment, Teacher of Students who are Deaf and Hard of Hearing, or the Special Education Director. This information was provided by your region's education service center.
- Passwords are initially sent out via email in late November or early December. Reminders that include login credentials will be sent out periodically until this count is closed.
- Please contact [Brian Sobeck](#) if you need the password resent for your district or charter.

## Registration Menu

- At the top of the registration menu is your District Name, District Number, ESC Region, and District Status.
- As long as District Status is showing "Open" you can make changes to the registration.
- You have not completed the registration until the District Status shows "Closed."

## Adding a Student

- If you have new students to add, click on "Student Records" and then "Add Student" to fill in their information.
- ***Students who are DeafBlind should be included on this registration.***
- ***Students with multiple disabilities that include visual impairment and an auditory impairment should be included on this registration.***

## Dropping a Student

- If a student is no longer being served in this district, click on their name and then click the blue statement at the very bottom of the screen under the "Accept" button.
- The system will drop the student from the 2018 registration list and move them to the archive list.
- If a student is no longer eligible for the DeafBlind Child Count, please specify the reason for dropping this eligibility.

## Exceptions for Students without Unique ID Numbers

- Infants without Unique Texas ID numbers can now be added by just entering the last four numbers of their Social Security Number.
- If you have a student without a Texas Unique ID who is not an infant, you can still register that student by calling Brian Sobeck at (512) 206-9225.

## Student Records

- Click the Student Records button.
- Click on each student and check that their information is updated and accurate.
- Possible responses are found in drop-down boxes on the student information page.
- Continue for each student.
- Please carefully enter parent information as this may have changed.
- There is a glossary with definitions for each data point, indicated by a question mark in a blue circle. Please consult that glossary if you have questions on how to fill out a field.

## Consent

The form titled "CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION FROM THE REGISTRATION OF STUDENTS WITH VISUAL IMPAIRMENT AND THE TEXAS DEAFBLIND CHILD COUNT"- found [here](#)- must be used to obtain the parental consent. This form can be viewed and downloaded in English, Spanish and Vietnamese.

## Visual Impairment and Hearing Impairment Status

The format and order of the listings under Visual Impairment and Hearing Impairment have changed - please double check that all appropriate boxes have been checked off.

## TVI - Teacher of Students with Visual Impairment Assigned to Student

- Give the name of the specific Teacher of Students with Visual Impairment (TVI) meeting the IEP goals for this student. Please do not enter all students from a district under one name if there are multiple TVIs.

## Teacher of the Deaf and Hard of Hearing Assigned to Student

- Give the name of the specific Teacher of the Deaf and Hard of Hearing (TODHH or AI teacher) who is meeting the IEP goals for this student.

## Last Statewide Assessment Taken

- These fields have changed as options have changed. Please note which assessment the student took most recently. Your choices are the STAAR, STAAR WITH ACCOMMODATIONS, STAAR L (which is being phased out), the STAAR Alt 2, or note that this student didn't take statewide assessment due to their age or grade.
- For students who took the STAAR Alt 2, mark whether it was scored or the student was designated as having NAAR (No authentic academic response).

## Accept

**If you do not click "Accept" at the bottom of the page after entering each student's information, all of your work will be lost!**

### **Close District Data**

- Once all student information is complete, return to the main menu.
- Click “District Student List Report” and download your data. Multiple formats are available.
- Click “Close All Entry for District” on the left. You must close all entries before the Superintendent can approve a district’s registration data.

### **Deadlines**

- The information added should represent a snapshot of the current student body on January 1, 2018; or the first day school reconvenes after the winter break.
- The deadline for turning in this information is January 31, 2018.

# Registration of Students with Visual Impairment Receiving Accommodations through Section 504

## Section 504 Information

It is the responsibility of the District 504 Coordinator to identify these students and provide the requested information. Because the student does not receive special education services, it is not the responsibility of a Teacher of Students with Visual Impairment.

Each student should have an eye report on file with the Section 504 Coordinator. The report is not required to be on the State Eye Report form, but must contain the information included on that form.

A copy of the form is available on the ESC 10 [website](#) or the HHSC [website](#).

Whatever the 504 Committee has accepted as documentation of visual impairment is acceptable if it meets that eye report criteria. It is the responsibility of the 504 Committee to determine if the eye report is current.

Students included in this registration are eligible to receive Federal Quota materials provided through the American Printing House for the Blind. These materials may be used to provide the accommodations decided on by the 504 Committee.

The Committee Chair may place orders from the APH online ordering system through the Texas Instructional Materials Resource Center at the Texas School for the Blind and Visually Impaired [website](#).

## Getting Started with Section 504 Registration

- Use the same login page as the one for the Annual Registration of Students in Texas with Visual Impairment. The separate passwords for each area will separate the information.
- The login is the six-digit county district number without the hyphen. Enter the six digits only.
- The Section 504 Registration password is included in the email received by the Special Education Director the first week of December.

## Registration Menu

- At the top of the registration menu is your District Name, District Number, ESC Region, and District Status.
- As long as District Status is showing "Open" you can make changes to the registration.
- You have not completed the registration until the District Status is showing "Closed".

### There are a variety of Action Buttons:

- **Student Records** takes you to a list of students who were on the registration last year.
- **Add Student** allows you to add a student from this page.
- **Close All VI Reg Entry for District** changes the district status from "Open" to "Closed."
- **District Student List Report** allows you to create and print two different kinds of lists of students currently on the registration in your district.

- **Glossary** takes you to definitions of the various terms used in the registration data fields
- There are also directions in the main body of the page for how to edit existing students.

### **Adding a Student**

If you have new students to add, click on “Student Records” and then “Add Student” to fill in their information.

### **Dropping a Student**

- If a student is no longer being served in this district, click on their name and then click the blue statement at the very bottom of the screen under the “Accept” button.
- The system will drop the student from the 2018 registration list and move them to the archive list.

### **Primary Reading Medium**

If the student typically reads print, their primary reading medium is visual. For students with more significant visual impairment who read most of their instructional materials in braille, please indicate that as their primary reading medium.

### **Consent**

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### **Accept**

**If you do not click “Accept” at the bottom of the page after entering each student’s information, all of your work will be lost!**

### **Close District Data**

- Once all student information is complete, return to the main menu.
- Click “District Student List Report” and download your data. Multiple formats are available.
- Click “Close All Entry for District” on the left. You must close all entries before the Superintendent can approve a district’s registration data.

### **Deadlines**

- The information added should represent a snapshot of the current student body on January 1, 2018; or the first day school reconvenes after the winter break.
- The deadline for turning in this information is January 31, 2018.

## Superintendent Approval Process

- Superintendent's Approval is to be done electronically.
- The Superintendent will be notified and provided with a password by email early in February of a date when their page is open.
- The Superintendent will enter the password and six-digit county district number on the same page as the Texas DeafBlind Child Count login.
- The password causes the application to go to the page for the Superintendent's approval signature.
- The following must be true in order for the Superintendent to close:
  - Annual Registration of Students in Texas with Visual Impairment must be closed.
  - Registration of Students with Visual Impairment Receiving Accommodations through Section 504 must be closed.
  - The Texas DeafBlind Child Count must be closed.
- If all the data for the district has been entered, the Superintendent's page will say "Ready."
- If the data entry is not complete, the Superintendent's page will say "Pending."
- The application gives the Superintendent a chance to download the district's data if they choose. The data will remain available in a read-only document.
- The Superintendent marks the box that affirms that the data is correct to the best of their knowledge.

## CONFIRMATION CODES

The following values are the fingerprints of your district's data. Should there ever be a question as to the content of your district's data at the time you approved it, you will be able to demonstrate precisely what you approved by using your data to receive these fingerprints.

## Final Tips for Everyone

- The Annual Registration of Students in Texas with Visual Impairment, the Texas DeafBlind Child Count, and the Registration of Students Receiving Accommodations through Section 504 are all online registrations. All three counts must be closed, even if there are no students to report.
- Each screen has a help menu and you can always refer to the glossary for assistance.

## Questions?

First reach out to your region's Education Service Center for any help you need on this year's counts. Their contact information will be provided in the email notification you will receive.

Should you need further assistance, please call Brian Sobek at (512) 206-9225 or [email](#) him.



Figure 1: The Texas School for the Blind and Visually Impaired logo