



Dear Parents and Guardians:

The purpose of this letter is to inform you that the Pennsylvania Department of Education (PDE) is in the process of completing the Annual Federal Quota Registration of Blind Students through the American Printing House (APH) Federal Quota Program.

The Federal Quota Program is a system through which specialized materials including textbooks, aids and other learning materials are distributed free to eligible students in educational settings with visual impairments and blindness. The Quota program is the result of the "Act to Promote the Education of the Blind" passed by the United States Congress in 1879. The Act named the American Printing House for the Blind as the national central source of these educational materials.

To be included in the Federal Quota program, eligible students must be registered in an annual census, requiring the exchange of personally identifiable student information. This information is only collected to meet the reporting obligations to the U.S. Department of Education (USDOE), Office of Special Education Programs (OSEP), and other entities as required by law.

The Family Educational Rights and Privacy Act (FERPA) requires your written consent to release your child's personally identifiable information to the APH for these purposes. If you consent, 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 personally identifiable student information collected for this registration is private and will be protected from unauthorized access or use. Your child's information will not be shared with any other entities or for any other purpose, unless permitted by state or federal law.

Consent to include your child in the Federal Quota Census allows the PDE 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 Pennsylvania.

The Federal Quota Census Registration is completed under the supervision of the Ex Officio Trustee (EOT) designated to oversee his or her APH accounts. It is the responsibility of the EOT to submit accurate information to the APH in a secure manner.

If you have questions or concerns regarding the Annual Federal Quota Registration Process, please contact Julie Breneman, Accessible Instructional Material (AIM) center manager at 717.901.2238, by phone or email [jbreneman@pattan.net](mailto:jbreneman@pattan.net)

**+Consent to Release Student Information**

In order to register my child with the Pennsylvania Department of Education (PDE) and the American Printing House for the Blind (APH), I hereby authorize \_\_\_\_\_ (the local school district) 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) with the following:

- Designated Regional APH Census Representative (Teacher of the Blind / Visually Impaired)
- Pennsylvania Department of Education
- American Printing House for the Blind

I, \_\_\_\_\_ (print name), certify that I am the parent(s)/guardian(s) of \_\_\_\_\_ (student’s full 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.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\*APH is a nonprofit organization for the blind. Per 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.