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Administrators of Approved Special Education Programs  
Directors of Special Education  
Directors of Pupil Personnel Services  
Chairpersons of Committees on Special Education  
Head Start Directors  
Committees on Preschool Special Education  
Family and Community Engagement Centers  
Independent Living Centers  
New York State Commission for the Blind  
Others Involved with the Education of the Visually Impaired

FROM: Christopher Suriano

SUBJECT: ~~Annual Registration for New York State Individuals Classified as Legally Blind for the  
The Federal Act to Promote the Education of the Blind was enacted by Congress in  
1879. This act is meant to provide individuals with disabilities a right to education.  
New York State Education Law (NYSEL) requires that the State Office of Education (SOS) provide  
the annual registration form to all schools and agencies that have students who are legally blind.~~



[New York State Resource Center for  
the Visually Impaired \(NYSRCVI\)](#) in Batavia, New York.

The annual registration form is for individuals who are legally blind and newly enrolled in your school/agency by January 1, 2025. Please do not re-register an individual if he/she was previously registered by you or another school/agency unless the individual is new to your school/agency prior to January 1, 2025. If you are unsure about an individual's

registration status, please contact Lisa DeSantis at [Lisa.DeSantis@nysed.gov](mailto:Lisa.DeSantis@nysed.gov). Your cooperation in designating one person for this process is appreciated and will help to eliminate duplication of registrations.

Eligibility Requirement for Students :

For students to be counted in the census as eligible for registration in the Federal Quota Program, they MUST meet the following requirements as outlined in the Act to Promote the Education of the Blind:

- Meet the Definition of Blindness (MDB) - central visual acuity of 20/200 or less (using a Snellen chart or an acuity determined in Snellen equivalents) in the better eye with best correction or a peripheral field of vision no greater than 20 degrees.  
or
- Function at the Definition of Blindness (FDB) – when visual fun

- There is no chronological age limit for eligibility. Federal law limits registration to persons working at less than college level but places no restriction on the ages of eligible students.

Directions for Completing the Registration Form:

The attached 2024-25 Annual Registration Form for Individuals Classified as Legally Blind must be completed and received *no later than March 1, 2025*. The per capita amount of money designated for the purchase of educational materials produced by APH is contingent on appropriate registration of eligible individuals. It is important that the following information be completed on the registration form:

- Level of Visual Functionality Codes (i.e., MDB or FDB)
- Grade codes as described below:
  - IP – Infants: Children birth to three years of age served by infant programs.
  - PS – Preschool: Children of preschool age served by preschool programs.
  - KG – Kindergarten: Children enrolled in kindergarten classes.
  - 01-12 – School Age: Determined by State law, in regular academic
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- Individuals enrolled at the New York State School for the Blind, Lavelle School for the Blind, Helen Keller National Center for Deaf Blind Youths and Adults, and the New York Institute for Special Education are registered through their own Ex-Officio