



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

BRIAN J. WHISTON  
STATE SUPERINTENDENT

Dear Parents and Guardians:

The purpose of this letter is to inform you that the Michigan Department of Education-Low Incidence Outreach (MDE-LIO) is in the process of completing the annual Federal Quota registration of students who are blind 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.

To be included in the Federal Quota program, students who are eligible must be registered in an annual census, requiring the exchange of student-specific Personally Identifiable 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 written consent to release your child's personally identifiable information to APH for these purposes. If you consent, the name of your child (or children) will be registered, along with other pertinent information, including birthdate, school district, grade placement, primary reading medium, and indication of visual function. All 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.

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 MDE 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 Federal Quota funds will be provided to Michigan.

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. If you have questions or concerns regarding the Annual Federal Quota Registration process, please contact EOT Roxanne Balfour at [balfourr@michigan.gov](mailto:balfourr@michigan.gov).

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • 517-373-3324



Low Incidence Outreach  
 702 W. Kalamazoo St.  
 PO Box 30742  
 Lansing, MI 48909

## Michigan Department of Education-Low Incidence Outreach

### Consent to Release Student Information Form

**Due February 16, 2018**

Local School District:
Parent(s)/Guardian(s) Name (Printed):
Student's Full Name (Printed):
Student Birth Date:

In order to register my child with the Michigan Department of Education-Low Incidence Outreach (MDE-LIO) and American Printing House for the Blind (APH), I hereby authorize the above listed school district to share my child's Personally Identifiable Information (PII)\* with the following:

- Designated Regional APH Census Representative (Teacher of the Blind / Visually Impaired)
- Michigan Department of Education
- APH

I certify that I am the parent(s)/guardian(s) of the student listed above and that s/he is a dependent according to [Section 152 of the Internal Revenue Code](#) if s/he is over 18 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 a letter to Roxanne Balfour via mail or fax using the information provided below.

**Parent's/Guardian's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return this completed form by mail or fax to:**

Attention: Stacy Guthrie  
 Michigan Department of Education-Low Incidence Outreach  
 702 West Kalamazoo Street  
 Lansing, Michigan 48909-8242

Fax: 517-335-1632

**Note:** MDE-LIO takes the confidentiality of your student's PII seriously. **Please do not email this completed form** to MDE-LIO or any of its staff to ensure the confidentiality of their PII.

\*PII includes but is not limited to: 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.