

**STATE OF WASHINGTON**

WASHINGTON STATE SCHOOL FOR THE BLIND

***2214 E. 13th St. · Vancouver, Washington 98661-4120* · *(360) 696-6321 · FAX # (360) 737-2120***

Dear Student,

The purpose of this letter is to inform you that the Washington State School for the Blind (WSSB requires consent to register students for the Ogden Resource Center and complete 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.

Your name 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 PII 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 the Ogden Resource Center, however not doing so will mean that you will not have access to instructional materials loaned by the Ogden Resource Center.

Please mail this form to:

Ogden Resource Center

Attn: Jennifer Merry

2310 East 13th Street

Vancouver, WA 98661

If you have questions or concerns regarding the Annual Federal Quota Registration Process, please contact the Ogden Resource Center, [irc@wssb.wa.gov](mailto:irc@wssb.wa.gov), 360.947.3340.

Sincerely,

Scott McCallum, Superintendent & Pam Parker, Outreach Director

Ex-Officio Trustees for APH

Washington State School for the Blind

*Washington State School for the Blind*

**Consent to Release Information**

In order to register myself with the Washington State School for the Blind/Ogden Resource Center and the American Printing House for the Blind (APH\*), I hereby authorize the local school district and/or the Washington State School for the Blind to share my 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). This information will be reported to the American Printing House for the Blind for the Annual Census.

**School District/Agency:** ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(print name), certify that I am over 18 years of age, and my date of birth is

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your complete date of birth).

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 **irc@wssb.wa.gov** or mail to: Ogden Resource Center; 2310 East 13th Street; Vancouver, WA 98661.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
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.