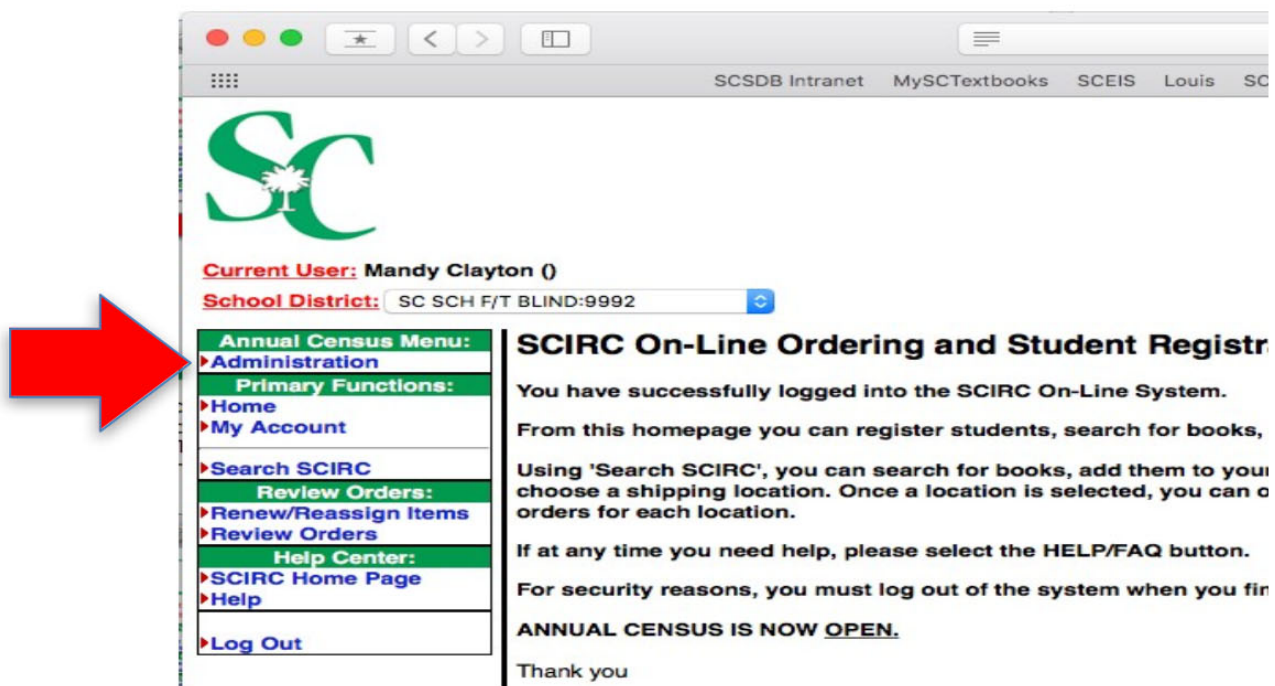


APH Census

The APH Annual Census of Persons who are Blind or Visually Impaired occurs once a year, starting the first Monday in January. The State Vision Consultant will send a notice each year when the Census is active on the website, indicating that you may begin updating and adding new students. This notice will also include the deadline for updating/adding records, which usually falls in the first week of March.

To access the Annual Census, log in to the IRC website and click on the “Administration” link on the left-hand navigation pane. Please note this option will only be available during Open Census and only if you are registered as an APH Census Designee for your district. Please call or email the IRC at 864-577-7731 or IRC@scsdb.org to be registered as an APH Census Designee.



Pro Tip: Before you start editing your records, it will be helpful to have your student information readily available. This includes any eye reports, IEP reports and all general student information.

All information for student records should be based on the student's status on the first Monday in January. Please only register/edit students who were on your caseload at that time.

Once you are in the Annual Census Administration section, please click on the “View Students” button.

irc.scsdb

SCSDB Intranet MySCTextbooks SCEIS Louis SC IRC KRONOS SRS

SC

Current User: Mandy Clayton ()

School District: SC SCH F/T BLIND:9992

Annual Census Menu:

- Administration
- Primary Functions:
 - Home
 - My Account
- Search SCIRC
- Review Orders:
 - Renew/Reassign Items
 - Review Orders
- Help Center:
 - SCIRC Home Page
 - Help
- Log Out

SCIRC Annual Census of Students - Administrator Control

Welcome to the Annual Census of Students Who Are Visually Impaired.

As you are aware, student registration must be updated annually for the State of Indiana and of participating in this Federal program, SCIRC is allocated quota funds based on the number of students in the American Printing House (APH). To view students in your district and update them for the

[View Students](#)

If you are an APH Census Designee for more than one district, each district will be listed on the next screen. Select the district you wish to edit; the student list for that district will open and you may begin editing, adding or deleting records.

irc.scsdb.o

SCSDB Intranet MySCTextbooks SCEIS Louis SC IRC KRONOS SRS

SC

Current User: Mandy Clayton ()

School District: SC SCH F/T BLIND:9992

Annual Census Menu:

- Administration
- Primary Functions:
 - Home
 - My Account
- Search SCIRC
- Review Orders:
 - Renew/Reassign Items
 - Review Orders
- Help Center:
 - SCIRC Home Page
 - Help
- Log Out

SCIRC Annual Census of Students - Teacher Administration

Below is a listing of District(s) which you are a Designee. Please select the District you would like to edit.

Districts
Clarendon 1
Florence 5
Williamsburg
Marlboro

[Go Back](#)

Updating Records on the Census

Once you have entered the "Teacher Administration" portion of the APH Census, records that need to be updated for your district will appear in the "Incomplete Student List."

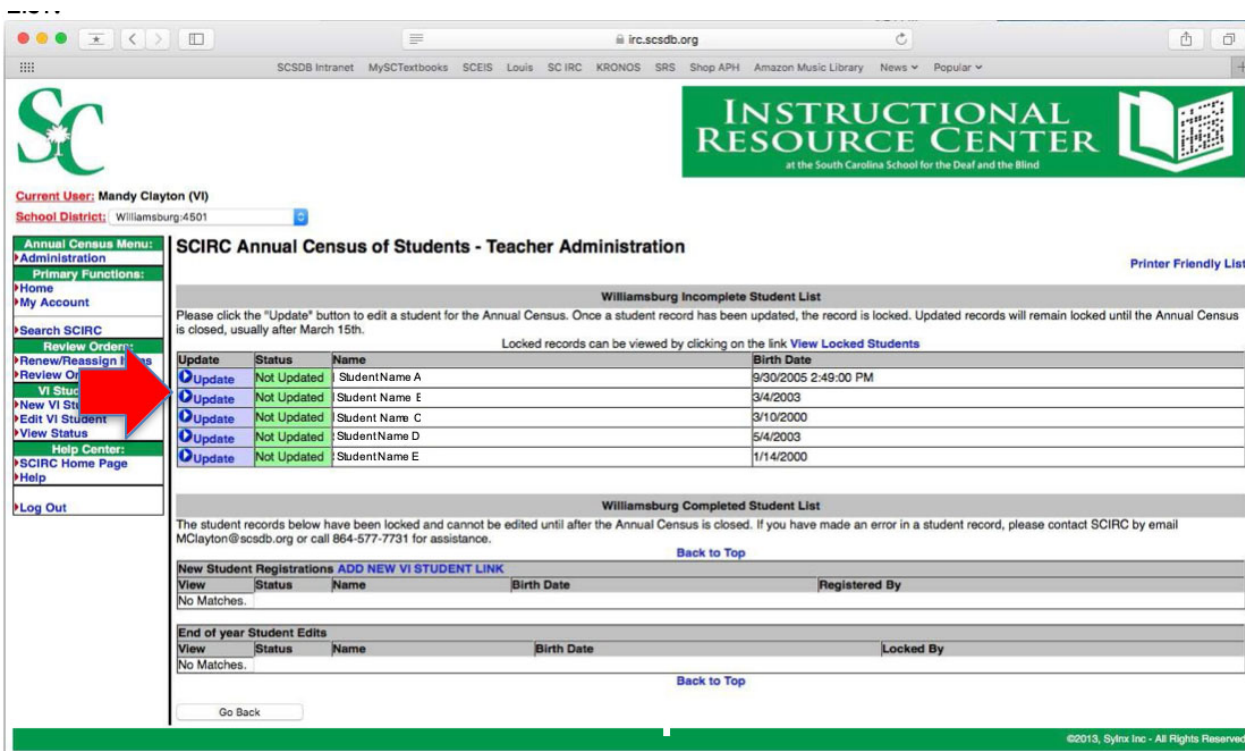
Only students currently registered for the APH Census or the Low Vision list in your district will appear on the Incomplete Student List. If there is a student you believe is registered in another district that you were serving on the first Monday in January of the current year, please call or email the IRC at 864-577-7731 or IRC@scsdb.org and we will update the record so it appears on your list. DO NOT add the student as new if you believe this is the case.

If you are in a district with multiple TVI's, records for all students registered for the APH Census or Low Vision List for your district will appear on the district's list. Please update all records of students for whom you are responsible.

As you edit current students' records, they will move from the "Incomplete Student List" to the "End of Year Student Edits" list. Your district's census is not complete until all records have been removed from the "Incomplete Student List."

Pro Tip: You may only edit a student's record once. If you are unsure of information for a particular student, do not submit the updates until you have all the information correct to the best of your knowledge. If you submit a record in error, call or email the IRC at 864-577-7731 or IRC@scsdb.org and we will unlock the record for editing.

To update records for students currently on the census, click the "update" button next to the student name you wish to edit on the list of students on the "Incomplete Student List."



SCIRC Annual Census of Students - Teacher Administration

Current User: Mandy Clayton (VI)
School District: Williamsburg 4501

Annual Census Menu:
Administration
Primary Functions:
Home
My Account
Search SCIRC
Review Orders
Renew/Reassign
Review Of
VI Stuc
New VI St
Edit VI Student
View Status
Help Center:
SCIRC Home Page
Help
Log Out

Williamsburg Incomplete Student List

Please click the "Update" button to edit a student for the Annual Census. Once a student record has been updated, the record is locked. Updated records will remain locked until the Annual Census is closed, usually after March 15th.

Locked records can be viewed by clicking on the link [View Locked Students](#)

Update	Status	Name	Birth Date
Update	Not Updated	StudentName A	9/30/2005 2:49:00 PM
Update	Not Updated	Student Name E	3/4/2003
Update	Not Updated	Student Name C	3/10/2000
Update	Not Updated	StudentName D	5/4/2003
Update	Not Updated	StudentName E	1/14/2000

Williamsburg Completed Student List

The student records below have been locked and cannot be edited until after the Annual Census is closed. If you have made an error in a student record, please contact SCIRC by email MClayton@scsdb.org or call 864-577-7731 for assistance.

[Back to Top](#)

New Student Registrations [ADD NEW VI STUDENT LINK](#)

View	Status	Name	Birth Date	Registered By
No Matches.				

End of year Student Edits

View	Status	Name	Birth Date	Locked By
No Matches.				

[Back to Top](#)

[Go Back](#)

©2013, Syntex Inc. - All Rights Reserved

Once you have selected the student you wish to edit, the student's current information will appear in an editable form.

Any asterisked items are required information. Please make sure you have all pertinent information before you begin filling out the form.

Update any information that has changed, check the "I agree" box at the bottom of the form and click the "Continue" button.

Primary Functions:

- Home
- My Account
- Search SCIRC
- Review Orders:
 - Renew/Reassign Items
 - Review Orders
- VI Student Menu:
 - New VI Student
 - Edit VI Student
 - View Status
- Help Center:
 - SCIRC Home Page
 - Help
- Log Out

SCIRC VI Student Registration - Edit or View Student Information

* Indicates a Required Field

SCIRC Student Status
If this student is no longer in the Vision program, make an appropriate selection in the field below then click on the *Change St*
You will be provided an opportunity to clarify your choice.

Student Status: Registered [Student Status Help](#)

Student Information

* School District: SC School For The Deaf And Blind [Corporation Help](#)

* Type Of Educational Facility: Public School [Educational Facility Help](#)

First Name: Susiene *Not an editable field.*

Last Name: Royson *Not an editable field.*

Middle Name: *Not an editable field.*

Date of Birth: 08/21/2015 *Not an editable field.*

Gender: Female

* Grade Level: OR [Grade Level Help](#)

* Primary Language used for instruction of the Student: [Language of Student Help](#)

* Which type of written plan addressing the unique needs of students with visual impairments is currently on file: Individual Educational Plan (IEP)

* Date of Current Written Plan: 01/13/2016 *Example: mm/dd/yyyy*

* The need for specialized formats is documented in the student plan: ☒ Check if Yes

* Primary Reading Medium: Braille Reader [Reading Medium Help](#)

* Secondary Reading Medium: NA *Cannot duplicate Primary Reading Medium selection.*

* Other Reading Medium: NA *Except for Not Applicable (NA), do not repeat choices made above for Primary or Secondary Reading Medium.*

Current Eye Medical Report

Does the student have a physician diagnosed progressive eye disease? ☐ **Enter New Eye Medical Report**
☐ Check if Student has progressive

* Date of Most Recent Eye Medical on File (by optometrist or ophthalmologist): 11/07/2016 *Example: mm/dd/yyyy*

* Acuties Reported on the Most Recent Eye Medical, Distance Visual Acuity Right Eye (OD): 20/200 [Acuity Help](#)

* Acuties Reported on the Most Recent Eye Medical, Distance Visual Acuity Left Eye (OD): 20/200 [Acuity Help](#)

Peripheral Field: [Peripheral Field Help](#)

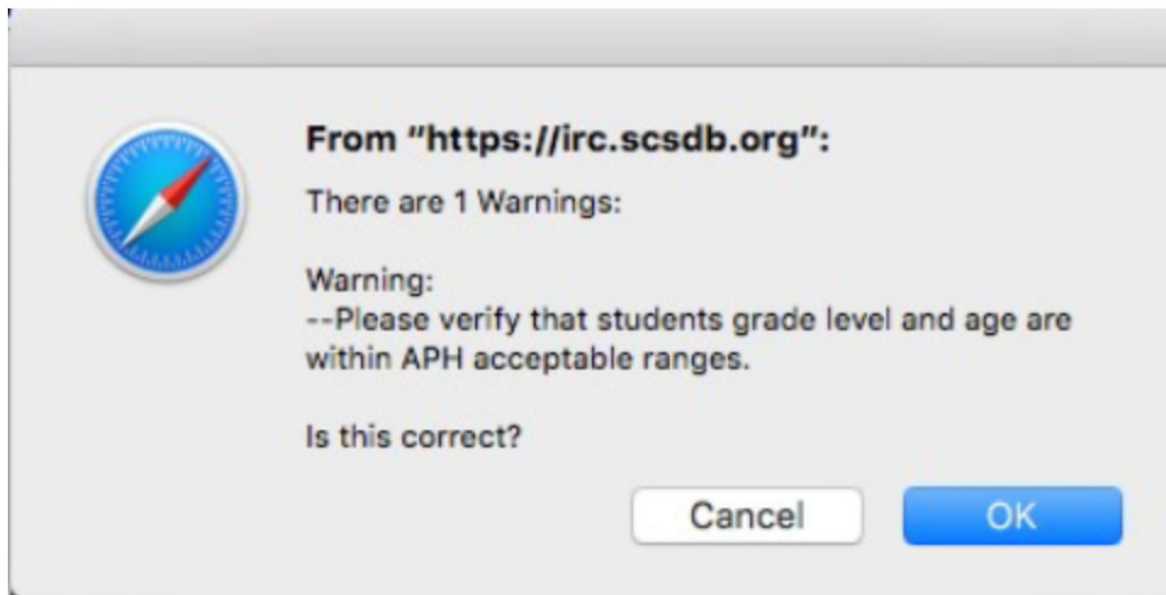
Note to SCIRC / IERC Staff (Optional - Maximum 225 characters) Susiene is pretty awesome.

By checking the "I agree" box below,
"I certify that the above information is accurate and fully documented. I further certify that I have reviewed and understand 6A-6.03014, FAC or 6A eligibility."

☒ I Agree ☐ I Do Not Agree

Pro Tip: Under the acuties section, you must enter the "new" acuties in the right- side boxes. The left-side boxes are for eye reports currently on file with the IRC, but will appear blank if the IRC does not have acuties on file.

After you click the "Continue" button, all errors on the form (if any) will appear on a pop-up window. Click the "Cancel" button, correct the errors and resubmit the form until all errors clear. If the system is misidentifying an error, click "OK" to bypass the error.



If you have no errors, please review the student record on the next screen and then click the "Submit" button at the bottom of the record. To correct any errors, click the "Go Back" button.

Primary Functions: Home My Account Search SCIRC Review Orders: Renew/Reassign Items Review Orders VI Student Menu: New VI Student Edit VI Student View Status Help Center: SCIRC Home Page Help Log Out	SCIRC Student Registration - Edit or View Student Information Confirm Edited Student Data for Susiene Royson: District: SC School For The Deaf And Blind Type Of Education Facility: Public School First Name: Susiene Last Name: Royson Middle Name: Date of Birth: 08/21/2015 Gender: Female Grade Level: OR Primary Language used for instruction of the Student: Which type of written plan addressing the unique needs of students with visual impairments is currently on file: Individual Educational Plan (IEP) Date of Current Written Plan: 01/13/2014 -- Will be changed to-- 01/13/2016 The need for specialized formats is documented in the student plan: True Primary Reading Medium: Braille Reader Secondary Reading Medium: NA Other Reading Medium: NA Current Eye Medical Report Does the student have a progressive eye disease? No Date of Most Recent Eye Medical on File (by optometrist or ophthalmologist): 11/07/2016 Distance Visual Acuity Right Eye (OD): -- Will be changed to-- 20/200 Distance Visual Acuity Left Eye (OD): -- Will be changed to-- 20/200 Peripheral Field: Note to SCIRC / IERC Staff: Susiene is pretty awesome. Submit Go Back
--	---

Below is a list of the fields on the form and a brief description. If you need additional help, please call or email the IRC at 864-577-7731 or IRC@scsdb.org.

School Corporation: District where the student is currently being served, chosen from the drop-down list. If you are serving a charter or virtual school student, please call or email the IRC at 864.577.7731 or IRC@scsdb.org to have that "district" added to your list.

Type of Educational Facility: Choose one option from the drop-down list. Charter and Virtual Schools are considered "public."

First Name: Legal first name of student. Please do not use punctuation or nicknames.

Last Name: Legal last name of student. Please do not use punctuation.

Middle Name: Legal middle name of student. Not required.

Date of Birth: Student's date of birth. Must be in mm/dd/yyyy form.

Gender: Please select an option from the drop-down list.

Grade Level: Please select an option from the drop-down list.

- **IP** Infants: (APH Federal Quota Registration only): Children of preschool age served by infant programs (Birth to age three [3]).
- **PS** (Pre-K) Preschool Students: Children of preschool age served by preschool programs.
- **KG** Kindergarten Students: Children enrolled in kindergarten classes.
- **01-12** Students of School Age: As determined by state law, in regular academic grades 1 through 12. Select specific grade placement.
- **AN** Academic Non-graded: Students of school age, as determined by state law, who are working to establish grade placement in an academic program (e.g., students who are working to acquire skills necessary for placement in regular grades).
- **FC** Functional Curriculum: Students in Grades 01-12 working toward a graduation certificate or non-traditional diploma.
- **TR** Transition: Students of school age, as determined by state law, in secondary instructional programs designed to supplement the traditional curriculum.

- **OR** Other Registrants: Students of school age, as determined by state law, who do not fall into any of the above placements (e.g., students enrolled in classes for nonacademic students).
- **AD** Adult Students: Adults above school age, as determined by state law, in educational programs of less than college level (Note requirement of at least 20 hours instructional programming per week).

Primary Language used for instruction of the Student: Please select an option from the drop-down list.

Written Plan: Student must have a written plan (IEP or 504) on file with the district to be eligible for the Census. Please select an option from the drop-down list.

The need for specialized formats...: The written plan must include the need for specialized formats to be eligible for large print or braille textbooks. Please check "yes" if applicable.

Primary Reading Medium: The method of obtaining information most used by the student. Please select an option from the drop-down list.

- **V** Visual Readers: Students primarily using print in their studies
- **B** Braille Readers: Students primarily using braille in their studies
- **A** Auditory Readers: Students primarily using a reader or auditory materials in their studies
- **P** Pre-readers: All infants and preschoolers; students working on or toward a readiness level; older students with reading potential
- **N** Non-readers: Non-reading students; students who show no reading potential; students who do not fall into any of the above categories

Secondary Reading Medium: An alternative method of obtaining information used by the student. Must not duplicate or contradict Primary Reading Medium. Please select an option from the drop-down list.

Other Reading Medium: An alternative method of obtaining information used by the student. Must not duplicate or contradict Primary or Secondary Reading Medium (except for NA). Please select an option from the drop-down list.

Progressive Eye Disease: Check "yes" if the student has a physician-diagnosed progressive eye disease. If no, leave blank.

Date of Most Recent Eye Medical on File: Date listed on student's current eye medical report on file with district. Must be in mm/dd/yyyy form. Please note that a current eye medical report must be on file in the district's special education office. Please do not send eye medical reports to the IRC.

Acuities...Right/Left Eye: Best corrected vision in each eye of the student. 20/xxx Distance Vision with maximum correction using the Snellen Chart (e.g., 20/70, 20/200 or 20/400)

- **VF** Visual Field: Restricted field of 20 degrees or less (e.g., VF 20, VF 6)
- **CF** Counts Fingers: Should be used only when an eye specialist finds it is not possible to obtain an acuity using the Snellen Chart.
- **FDB** Functions at the Definition of Blindness: Should be used when visual functioning is reduced by a brain injury or dysfunction and visual acuity is not possible. To determine using the Snellen Chart. To qualify for APH Federal Quota dollars, the students must meet the legal definition of blindness.
- **HM** Hand Movements: Should be used only when an eye specialist finds it is not possible to obtain an acuity using the Snellen Chart
- **OP** Object Perception
- **LP** Light Perception
- **NIL** Totally Blind

Peripheral Field: Not required, unless the student has a restricted visual field of 20 degrees or less. Enter that information (e.g. VF 20, VF 6) if provided by the eye specialist. This information is essential if either acuity is better than 20/70. If the medical eye report does not indicate that the peripheral fields are restricted, leave this section blank.

Note to SCIRC: Any additional information the SCIRC may need about a student. If the student is a twin, triplet, etc. with another student on your caseload, please note that information here, along with the sibling's name(s).

Adding New Students to the Census

To add a new student to the APH Census during open enrollment, click on the “Add New VI student Link” on the “SCIRC Annual Census of Students - Teacher Administration” page.

Annual Census Menu:

- Administration
- Primary Functions:
 - Home
 - My Account
- Search SCIRC
- Review Orders:
 - Renew/Reassign Items
 - Review Orders
- VI Student Menu:
 - New VI Student
 - Edit VI Student
 - View Status
- Help Center:
 - SCIRC Home Page
 - Help
- Log Out

SCIRC Annual Census of Students - Teacher Administration

Williams

Please click the "Update" button to edit a student for the Annual Census. Once a student is closed, usually after March 15th.

Locked records can be view

Update	Status	Name
Update	Not Updated	Student Name A
Update	Not Updated	Student Name B - Student
Update	Not Updated	Name C Student Name D
Update	Not Updated	Student Name E
Update	Not Updated	
Update	Not Updated	

Williams

The student records below have been locked and cannot be edited until after the Annual MClaughton@scsdb.org or call 864-577-7731 for assistance.

New Student Registrations [ADD NEW VI STUDENT LINK](#)

View	Status	Name	Birth
No Matches.			

End of year Student Edits

View	Status	Name	Birth Date
No Matches.			

[Go Back](#)

Read the information on the next screen, then click "I agree" to open a blank, fillable online form.

Current User: Mandy Clayton (VI)
School District: Williamsburg:4501

Annual Census Menu:
Administration
Primary Functions:
Home
My Account
Search SCIRC
Review Orders:
Renew/Reassign Items
Review Orders
VI Student Menu:
New VI Student
Edit VI Student
View Status
Help Center:
SCIRC Home Page
Help
Log Out

SCIRC VI Student Registration - New Student

Welcome to New Student Registration. At this time of year, new student registrations entering a new student record, please contact SCIRC or email for assistance.

You are about to register a student who is blind with South Carolina Instructional Res


Any student with a qualifying visual impairment is eligible for services from SCIRC.

Basic qualifications, which must be met for each student per "South Carolina Rules"

- Enrollment in a formally organized public or private, non-profit education program o
- Identification as Blind or Low Vision as specified in "South Carolina Rules"
- Dual-Sensory Impaired as specified in "South Carolina Rules"

Additional information regarding services for the Visually Impaired may be found at S

If you have any further questions, please contact SCIRC or [click here](#) to send an email.

☐ I Agree 

☐ I Do Not Agree

Any asterisked items are required information. Please make sure you have all pertinent information before you begin filling out the form.

When you have completed the form, select the "I agree" radio button at the bottom of the form, then click the "Continue" button.

Annual Census Menu:
Administration
Primary Functions:
Home
My Account
Search SCIRC
Review Orders:
Renew/Reassign Items
Review Orders
VI Student Menu:
New VI Student
Edit VI Student
View Status
Help Center:
SCIRC Home Page
Help
Log Out

SCIRC VI Student Registration - New Student

* Indicates a Required Field

* School Corporation: [Corporation Help](#)

* Type Of Educational Facility: [Educational Facility Help](#)

* First Name:

* Last Name:

Middle Name:

* Date of Birth: Example: mm/dd/yyyy

* Gender:

* Grade Level: [Grade Level Help](#)

* Primary Language used for instruction of the Student: [Language of Student Help](#)

* Which type of written plan addressing the unique needs of students with visual impairments is currently on file: [Written Plan Eligibility Help](#)

* Date of Current Written Plan: Example: mm/dd/yyyy

* The need for specialized formats is documented in the student plan? ☐ Check if Yes

* Primary Reading Medium: [Reading Medium Help](#)

* Secondary Reading Medium: Cannot duplicate Primary Reading Medium selection.

* Other Reading Medium: Except for Not Applicable (NA), do not repeat choices made above for Primary or Secondary Reading Medium.

Current Eye Medical Report

Does the student have a physician diagnosed progressive eye disease? ☐ Check if Yes

* Date of Most Recent Eye Medical on File (by optometrist or ophthalmologist): Example: mm/dd/yyyy

* Acuities Reported on the Most Recent Eye Medical, Distance Visual Acuity Right Eye (OD): [Acuity Help](#)



* Acuities Reported on the Most Recent Eye Medical, Distance Visual Acuity Left Eye (OS): [Acuity Help](#)

Peripheral Field: [Peripheral Field Help](#)

Note to SCIRC / IERC Staff (Optional - Maximum 225 characters) [Notes Field Help](#)

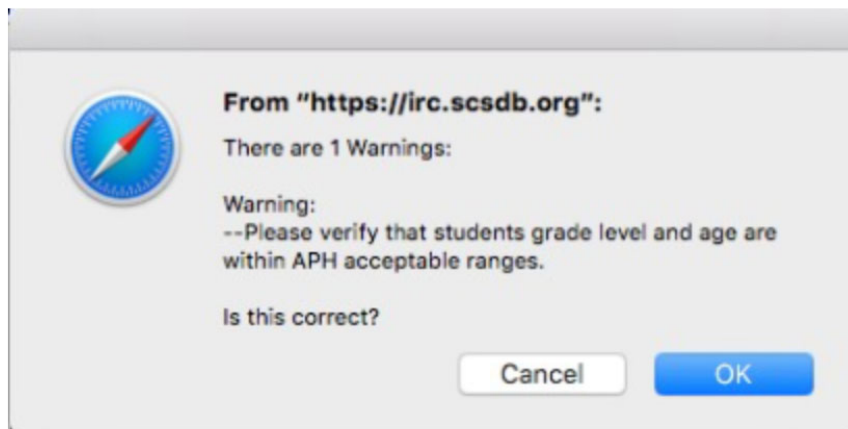
By checking the "I agree" box below,
"I certify that the above information is accurate and fully documented. I further certify that I have reviewed and understand 6A-6.03014, FAC or 6A-6.03022, FAC and that this student meets the minimum criteria for eligibility."

☐ I Agree ☒ I Do Not Agree

©2013, Sylva Inc. - All Rights Reserved

After you click the "Continue" button, all errors on the form (if any) will appear on a pop-up window. Click the "Cancel" button, correct the errors and resubmit the form until all errors clear. If the system is misidentifying an error, click "OK" to bypass the error. If you get an error message notifying you that the student may already be on the APH Census, do not submit the form and please call or email the IRC at 864.577.7731 or IRC@scsdb.org.



If you have no errors, please review the student record on the next screen, and then click the "Submit" button at the bottom of the record. To correct any errors, click the "Go back" button.

Annual Census Menu:
Administration
Primary Functions:
Home
My Account
Search SCIRC
Review Orders:
Renew/Reassign Items
Review Orders
VI Student Menu:
New VI Student
Edit VI Student
View Status
Help Center:
SCIRC Home Page
Help
Log Out

SCIRC End of Year Student Registration - Edit or View Student Information

Confirm Edited Student Data for T

School Corporation:	Williamsburg
Type Of Education Facility:	Public School
First Name:	1
Last Name:	Brown
Middle Name:	
Date of Birth:	09/30/2005
Gender:	Male
Grade Level:	OR
Primary Language used for instruction of the Student:	English
Which type of written plan addressing the unique needs of students with visual impairments is currently on file:	Individual Educational Plan (IEP)
Date of Current Written Plan:	08/18/2014
The need for specialized formats is documented in the student plan:	True
Primary Reading Medium:	Non-Reader
Secondary Reading Medium:	NA
Other Reading Medium:	NA
Current Eye Medical Report	
Does the student have a progressive eye disease?	No
Distance Visual Acuity Right Eye (OD):	
Distance Visual Acuity Left Eye (OO):	
Peripheral Field:	
Note to SCIRC / IERC Staff:	

Submit Go Back

Pro Tip: Newly added students will not show up on your list until the IRC approves the addition and assigns a student number.

Below is a list of the fields on the form and a brief description. If you need additional help, please call or email the IRC at 864.577.7731 or IRC@scsdb.org.

School Corporation: District where the student is currently being served, chosen from the drop-down list. If you are serving a charter or virtual school student, please call or email the IRC at 864.577.7731 or IRC@scsdb.org to have that “district” added to your list.

Type of Educational Facility: Choose one option from the drop-down list. Charter and Virtual Schools are considered “public.”

First Name: Legal first name of student. Please do not use punctuation or nicknames.

Last Name: Legal last name of student. Please do not use punctuation.

Middle Name: Legal middle name of student. Not required.

Date of Birth: Student's date of birth. Must be in mm/dd/yyyy form.

Gender: Please select an option from the drop-down list.

Grade Level: Please select an option from the drop-down list.

- **IP** Infants (APH Federal Quota Registration only): Children of preschool age served by infant programs (Birth to age three [3]).
- **PS** (Pre-K) Preschool Students: Children of preschool age served by preschool programs.
- **KG** Kindergarten Students: Children enrolled in kindergarten classes.
- **01-12** Students of School Age: As determined by state law, in regular academic grades 1 through 12. Select specific grade placement.
- **AN** Academic Non-graded: Students of school age, as determined by state law, who are working to establish grade placement in an academic program (e.g., students who are working to acquire skills necessary for placement in regular grades).
- **FC** Functional Curriculum: Students in Grades 01-12 working toward a graduation certificate or non-traditional diploma.
- **TR** Transition: Students of school age, as determined by state law, in secondary instructional programs designed to supplement the traditional curriculum.
- **OR** Other Registrants: Students of school age, as determined by state law, who do not fall into any of the above placements (e.g., students enrolled in classes for nonacademic students).
- **AD Adult Students:** Adults above school age, as determined by state law, in educational programs of less than college level (Note requirement of at least 20 hours instructional programming per week).

Primary Language used for instruction of the Student: Please select an option from the drop-down list.

Written Plan: Student must have a written plan (IEP or 504) on file with the district to be eligible for the Census. Please select an option from the drop-down list.

The need for specialized formats...: The written plan must include the need for specialized formats to be eligible for large print or braille textbooks. Please check "yes" if applicable.

Primary Reading Medium: The method of obtaining information most used by the student. Please select an option from the drop-down list.

- **V** Visual Readers: Students primarily using print in their studies
- **B** Braille Readers: Students primarily using braille in their studies
- **A** Auditory Readers: Students primarily using a reader or auditory materials in their studies
- **P** Pre-readers: All infants and preschoolers; students working on or toward a readiness level; older students with reading potential
- **N** Non-readers: Non-reading students; students who show no reading potential; students who do not fall into any of the above categories

Secondary Reading Medium: An alternative method of obtaining information used by the student. Must not duplicate or contradict Primary Reading Medium. Please select an option from the drop-down list.

Other Reading Medium: An alternative method of obtaining information used by the student. Must not duplicate or contradict Primary or Secondary Reading Medium (except for NA). Please select an option from the drop-down list.

Progressive Eye Disease: Check "yes" if the student has a physician-diagnosed progressive eye disease. If no, leave blank.

Date of Most Recent Eye Medical on File: Date listed on student's current eye medical report on file with district. Must be in mm/dd/yyyy form. Please note that a current eye medical report must be on file in the district's special education office. Please do not send eye medical reports to the IRC.

Acuities...Right/Left Eye: Best corrected vision in each eye of the student.

- **20/xxx** Distance Vision with maximum correction using the Snellen Chart (e.g., 20/70, 20/200 or 20/400)
- **VF** Visual Field: Restricted field of 20 degrees or less (e.g., VF 20, VF 6)
- **CF** Counts Fingers: Should be used only when an eye specialist finds it is not possible to obtain an acuity using the Snellen Chart.
- **FDB** Functions at the Definition of Blindness: Should be used when visual functioning is reduced by a brain injury or dysfunction and visual acuity is not possible to determine using the Snellen Chart. To qualify for APH Federal Quota dollars, the students must meet the legal definition of blindness.

- **HM** Hand Movements: Should be used only when an eye specialist finds it is not possible to obtain an acuity using the Snellen Chart
- **OP** Object Perception
- **LP** Light Perception
- **NIL** Totally Blind

Peripheral Field: Not required, unless the student has a restricted visual field of 20 degrees or less. Enter that information (e.g. VF 20, VF 6) if provided by the eye specialist. This information is essential if either acuity is better than 20/70. If the medical eye report does not indicate that the peripheral fields are restricted, leave this section blank.

Note to SCIRC: Any additional information the SCIRC may need about a student. If the student is a twin, triplet, etc. with another student on your caseload, please note that information here, along with the sibling's name(s).

Deleting Students from the Census

To delete a student from your APH census, click the “update” button next to the student name you wish to delete on the list of students under “Incomplete Student List.”

Current User: Mandy Clayton (VI)
School District: Williamsburg:4501

Annual Census Menu:

- Administration
 - Primary Functions:
 - Home
 - My Account
 - Search SCIRC
 - Review Orders:
 - Renew/Rea
 - Review Ord
 - VI Student
 - New VI Student
 - Edit VI Student
 - View Status
 - Help Center:
 - SCIRC Home Page
 - Help
 - Log Out

SCIRC Annual Census of Students -

Please click the "Update" button to edit a student for the is closed, usually after March 15th.

Update	Status	Name
Update	Not Updated	StudentNameA
Update	Not Updated	StudentNameB Student Name
Update	Not Updated	C StudentName D
Update	Not Updated	StudentName E
Update	Not Updated	

The student records below have been locked and cannot MClayton@scsdb.org or call 864-577-7731 for assistance

New Student Registrations [ADD NEW VI STUDENT L](#)

View	Status	Name
No Matches.		

End of year Student Edits

View	Status	Name
No Matches.		

[Go Back](#)

Once you have opened the student's record, click the drop-down list next to “Student Status” and select “Graduated,” “Moved” or “Delete.” If you are unsure of the reason a student left your district, select “Delete.”

SCSDB Intranet MySCTextbooks SCEIS Louis SC IRC KRONOS SR

SC

Current User: Mandy Clayton (VI)
School District: Williamsburg:4501

Annual Census Menu:
 ▶ Administration
 Primary Functions:
 ▶ Home
 ▶ My Account
 ▶ Search SCIRC
 Review Orders:
 ▶ Renew/Reassign Items
 ▶ Review Orders
 ▶ VI Student Menu:
 ▶ New VI Student
 ▶ Edit VI Student
 ▶ View Status
 Help Center:
 ▶ SCIRC Home Page
 ▶ Help
 ▶ Log Out

SCIRC VI Student Annual Census - Edit or View Student In

* Indicates a Required Field

SCIRC Student Status
 If this student is no longer in the Vision program, make an appropriate selection in the drop-down menu. You will be provided an opportunity to clarify your choice.

Student Status: Registered [Student Status Help](#)

Student Information

* School District: Williamsburg [Corporation Help](#)

* Type Of Educational Facility: Public School [Educational Facility Help](#)

First Name: 1 *Not an editable field.*

Last Name: Brown *Not an editable field.*

After you have select the correct status, click the "Change Status" button below the "Student Status" drop-down menu.

SC

Current User: Mandy Clayton (VI)
School District: Williamsburg:4501

Annual Census Menu:
 ▶ Administration
 Primary Functions:
 ▶ Home
 ▶ My Account
 ▶ Search SCIRC
 Review Orders:
 ▶ Renew/Reassign Items
 ▶ Review Orders
 ▶ VI Student Menu:
 ▶ New VI Student

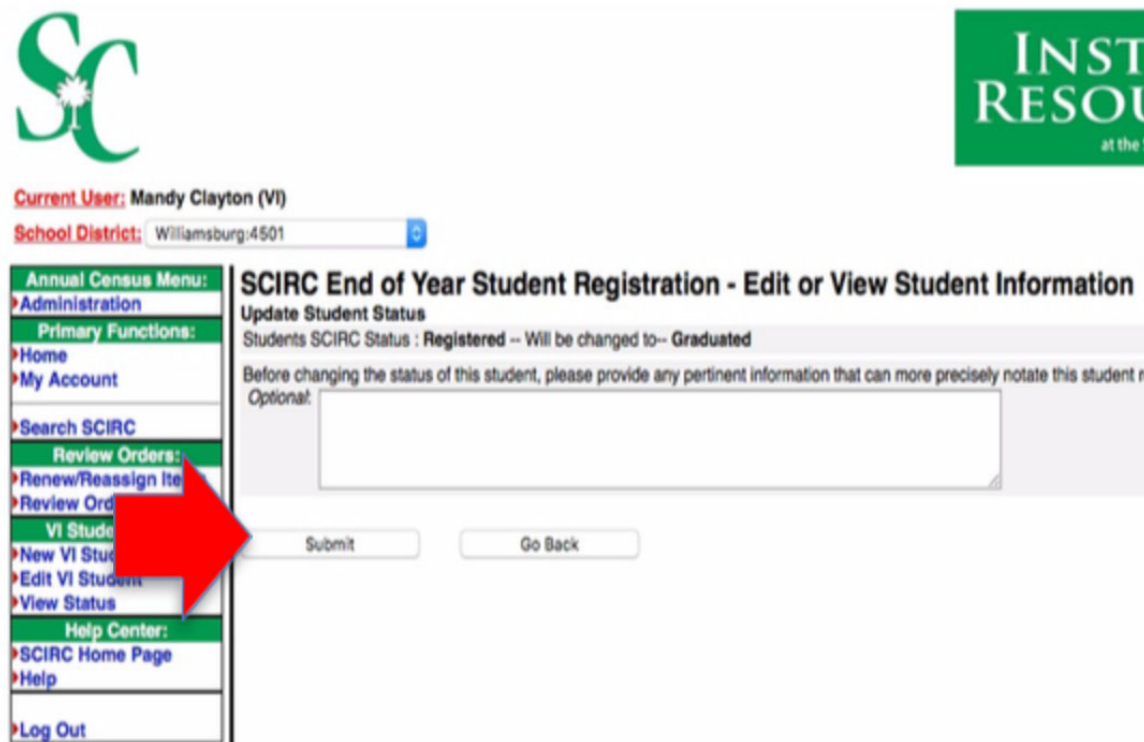
SCIRC VI Student Annual Census - Edit or View

* Indicates a Required Field

SCIRC Student Status
 If this student is no longer in the Vision program, make an appropriate selection in the drop-down menu. You will be provided an opportunity to clarify your choice.

Student Status: Registered [Student Status Help](#)

Read and confirm the information on the next screen, then click the "Submit" button.



SC

INST
RESOU
at the

Current User: Mandy Clayton (VI)

School District: Williamsburg:4501

Annual Census Menu:

- Administration
- Primary Functions:
 - Home
 - My Account
- Search SCIRC
- Review Orders:
 - Renew/Reassign Item
 - Review Order
- VI Student
 - New VI Student
 - Edit VI Student
 - View Status
- Help Center:
 - SCIRC Home Page
 - Help
- Log Out

SCIRC End of Year Student Registration - Edit or View Student Information

Update Student Status

Students SCIRC Status : Registered -- Will be changed to-- Graduated

Before changing the status of this student, please provide any pertinent information that can more precisely notate this student's

Optional:

Submit Go Back

As you delete current students' records, they will move from the "Incomplete Student List" to the "End of Year Student Edits" list. Your district's census is not complete until all records have been removed from the "Incomplete Student List."

Registering Low Vision Students

The South Carolina Department of Education requires that in addition to Legally Blind students registered for the APH Census, all Low Vision students who are served by your district must be registered with the IRC. Please follow directions for adding, deleting and editing Census records to register your Low Vision students.

Pro Tip: If you are registering a low vision student for whom you do not have an eye report, use 00/00 as both left and right acuities to assure they will not be added to the APH Census.

Adding/editing Student Records when APH Census is Closed

You may add or edit a student at any time of the year if needed. Instead of using the APH Census Administration link, click on "New VI Student" to add or "Edit VI Student" to edit records from the left-hand navigation menu. Follow the instructions for adding or editing a student found in the APH Census section of this manual beginning on page 8.



Current User: Mandy Clayton (VI)

School District: Berkeley:801

Primary Functions:

- ▶ [Home](#)
- ▶ [My Account](#)
- ▶ [Search SCIRC](#)

Review Orders:

- ▶ [Renew/Reassign Items](#)
- ▶ [Review Orders](#)

VI Student Menu:

- ▶ [New VI Student](#)
- ▶ [Edit VI Student](#)
- ▶ [View Status](#)

Help Center:

- ▶ [SCIRC Home Page](#)
- ▶ [Help](#)

- ▶ [Log Out](#)

SCIRC On-Line Ordering and Student Registration Sys

You have successfully logged into the SCIRC On-Line System.

From this homepage you can register students, search for books, and/or review

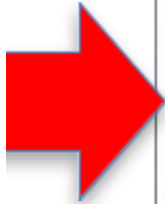
Using 'Search SCIRC', you can search for books, add them to your bookbag or choose a shipping location. Once a location is selected, you can only order books for each location.

If at any time you need help, please select the HELP/FAQ button.

For security reasons, you must log out of the system when you finish your order

ANNUAL CENSUS IS NOW CLOSED.

Thank you



If you will immediately need a student number for ordering purposes, please call or email the IRC at 864-577-7731 or IRC@scsdb.org to let us know you have added a new student (no student information required for email).