How to access the VI Registration On-Line

1. Each district’s director of special education will have received a letter that contains the login and password for that district. This letter was sent to the address listed at TEA’s site “Ask Ted”,.

2. This is a January 2, 2012 count. Students registered in the district as of January 2, 2012, including children under the age of three years, should be included.


4. From the Outreach page ([www.tsbvi.edu/outreach](http://www.tsbvi.edu/outreach)), select “VI Registry” from the Outreach/Technical Assistance menu.
5. You are now on the page [http://www.tsbvi.edu/vi-registry](http://www.tsbvi.edu/vi-registry)

6. Select “VI Annual Registration Online” to begin the on-line registration.
Log in and Password

1. You are now on the log in page, http://www.tsbvi.edu/VIReg/

2. Your log in is your 6 numeral county-district code with no hyphen. The password can be provided by your director of special education.

You must select “Close All Entry for District” on the menu page once you have finished updating all student records in order to complete this process. This must be done even if there are no students in the district after updating.

Login to VIReg

District Number: 588888
Password: ******

Submit
Entry screen

1. At the top of the entry screen is your district name, district number, ESC Region, and District Status. As long as district status is showing “open” you can make changes to the registration. As long as district status is showing “open” you have not completed the registration.

2. There are a variety of action buttons.
   a. “Student Records” takes you to a list of students who were on the registration last year.
   b. “Add Student” allows you to add a student from this page.
   c. “Close All Entry For District” is the crucial last step. When you have finished updating the student records for this district, you must select “Close all entry for district” to change the district status from “open” to “closed”.
   d. “District Students List Report” allows you to create and print 2 different kind of lists of students currently on the registration in your district.
   e. “Glossary” takes you to definitions of the various data fields.

3. There are directions in the main body of the page for how to edit existing students, add a new student, complete the census, and create a paper copy of student records.

Visually Impaired Student Registration Menu

<table>
<thead>
<tr>
<th>District Name: TEST DISTRICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Number: 123456789</td>
</tr>
<tr>
<td>Region: 12</td>
</tr>
<tr>
<td>District Status: Open</td>
</tr>
</tbody>
</table>

Entry Instructions

Begin by selecting Student Records. This will take you to the list of students for your district from last year's registration.

To Edit an Existing Student:

1. Select the student that you wish to edit from the student list. This will take you to the Student Information screen which displays all the data for the student you selected.
2. Scroll through each field, check for accuracy and make changes as needed. Note that Grade Level and Textbook Level have been increased by one since last year. Make sure that what is reported here is correct. Grade level will not advance for students reported last year as IP or PE. Please pay attention to these students!
3. At the bottom of the page you have a choice.
   - Accept - saves the changes that you just made; if any, and then takes you back to the main menu.
   - Drop Student - takes you to a verification screen to confirm that you want to drop, for any reason, this student from your district.

To Add a new Student:

1. Select Add Student. This will take you to a screen where you can type in the new student's SSN or PEIMS Number. The system will then check to see if a record for that student already exists. One of two things will happen:
   - If the student doesn’t already exist in the system, a blank Student Information screen will be displayed. Enter the information for the student and select Accept to add that student to your district.
   - If the student already exists in the system, their information will be displayed on the Student Information screen. You may make changes to the information, but the changes will not be saved and the student will not be added to your district until
Student records

1. This screen shows you a list of students who were on the registration last year. Select a student to get the full record to open.

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade Level</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRAILLE</td>
<td>GRADE 03</td>
<td>Open</td>
</tr>
<tr>
<td>ER, ER</td>
<td>INFANT PROGRAM</td>
<td>Open</td>
</tr>
</tbody>
</table>

2. You now can edit any of the data in the record. Please verify all fields as there may have been changes from the previous year.

3. Please pay special attention to grade level for students who were coded IP or PS last year.
4. You will notice that most data fields provide you a drop down menu of choices. “Choose One” is always the same as leaving the field blank. However, you can not leave a Required Field blank.
5. Selecting the question mark button will take you to the glossary, where you may find definitions for your choices. Use your browser button to return to the student record page.
6. When finished with the data updates, you can select “Accept” at the bottom of the page. This means that you have finished with this student, not the entire district. You must go back to “Close All Entry for District” when you have updated all student records.
7. You know the data has been accepted when you are returned to the main menu page.

Entry Instructions

Begin by selecting Student Records. This will take you to the list of students for your district from last year’s registration.

To Edit an Existing Student:

1. Select the student that you wish to edit from the student list. This will take you to the Student Information screen which displays all the data for the student you selected.
2. Scroll through each field, check for accuracy and make changes as needed. *Note that Grade Level and Textbook Level have been increased by one since last year.* Make sure that what is reported here is correct. Grade level will not advance for students reported last year as IP or PS. Please pay attention to these standards.
3. At the bottom of the page you have a choice:
   - Accept - saves the changes that you just made, if any, and then takes you back to the main menu.
   - Drop Student - takes you to a verification screen to confirm that you want to drop, for any reason, this student from your district.

To Add a new Student:

1. Select Add Student. This will take you to a screen where you can type in the new student’s SSN or PEIMS Number. The system will then check to see if a record for that student already exists. One of two things will happen:
   - If the student doesn’t already exist in the system, a Blank Student Information screen will be displayed. Enter the information for the student and select Accept to add that student to your district.
   - If the student already exists in the system, their information will be displayed on the Student Information screen. You may make changes to the information, but the changes will not be saved and the student will not be added to your district until
To add a student

1. Select “Add Student” from the tab menu.

2. You will be asked to enter a social security or PEIMS number to see if the student is currently listed in the system.
3. If the student is not found, then you can select new student, enter in the data. If the student is showing as enrolled in another district, you will not be able to add him or her to your district. Contact Jim Durkel at jimdurkel@tsbvi.edu to resolve.
Error messages

1. When I tried to enter a new student, I entered a birthdate that indicated the child was older than 3 years as of the January snapshot date. That means I can’t use IP as a grade level for that student. I need to change the grade level before the student data will be accepted.

2. And now when I select “student records” I see that I have 3 students listed in the district.
District Students List Report

1. You can create electronic, printable copies of your student data using the button “District Students List Report.

2. You have 2 options. View Results or Download Results.
3. View Results gives you a full page summary of the student data. You can use the print menu with your browser to print these.

<table>
<thead>
<tr>
<th>District Name:</th>
<th>TEST DISTRICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>County-District Number:</td>
<td>9999999</td>
</tr>
<tr>
<td>SSN:</td>
<td>111-1111111</td>
</tr>
<tr>
<td>Last Name:</td>
<td>BRASIL</td>
</tr>
<tr>
<td>First Name:</td>
<td>LOUIS</td>
</tr>
<tr>
<td>DOB:</td>
<td>03/06/2006</td>
</tr>
<tr>
<td>Grade:</td>
<td>GRADE 03</td>
</tr>
<tr>
<td>Ethnicity:</td>
<td>Two or more races</td>
</tr>
<tr>
<td>Primary Language of Learner:</td>
<td>Other</td>
</tr>
<tr>
<td>Right Eye:</td>
<td>No Vision</td>
</tr>
<tr>
<td>Left Eye:</td>
<td>No Vision</td>
</tr>
<tr>
<td>Current Eye Report:</td>
<td>Yes</td>
</tr>
<tr>
<td>Signed Parent Consent:</td>
<td>No</td>
</tr>
<tr>
<td>Primary Handicap:</td>
<td>504-Spec Needs NOT Spec Ed</td>
</tr>
<tr>
<td>Second Handicap:</td>
<td></td>
</tr>
<tr>
<td>Third Handicap:</td>
<td></td>
</tr>
<tr>
<td>Fourth Handicap:</td>
<td></td>
</tr>
<tr>
<td>Textbook Level:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Large Print:</td>
<td></td>
</tr>
<tr>
<td>Regular Print:</td>
<td></td>
</tr>
</tbody>
</table>
4. Download Results will give you a file that you can save and open as a spreadsheet in Excel.

Say yes!
Say yes.
Close All Entry for District.

1. When all student records are complete, you must return to the main menu page and select "Close All Entry for District".

Entry Instructions

Begin by selecting Student Records. This will take you to the list of students for your district from last year’s registration.

To Edit an Existing Student:

1. Select the student that you wish to edit from the student list. This will take you to the Student Information screen which displays all the data for the student you selected.
2. Go through each field, check for accuracy and make changes as needed. “Note that Grade Level and Textbook Level have been increased by one since last year.” Make sure that what is reported here is correct. Grade level will not advance for students reported last year as IF or PS. Please pay attention to these students!
3. At the bottom of the page you have a choice:
   - Accept: saves the changes that you just made, if any, and then takes you back to the main menu.
   - Drop Student: takes you to a verification screen to confirm that you want to drop, for any reason, this student from your district.

To Add a new Student:

1. Select Add Student. This will take you to a screen where you can type in the new student’s SSN or PEIMS Number. The system will then check to see if a record for that student already exists. One of two things will happen:
   - If the student doesn’t already exist in the system, a blank Student Information screen will be displayed. Enter the information for the student and select Accept to add that student to your district.
   - If the student already exists in the system, their information will be displayed on the Student Information screen. You may make changes to the information, but the changes will not be saved and the student will not be added to your district until
2. You will get a screen that lists your students. And asks if you are sure you are finished. If yes, select, “Submit”.

3. Notice now that district information at the top of the page has changed. The district status is “closed”. You have completed another year’s registration! Thank you!
Texas School for the Blind & Visually Impaired

Outreach Programs

Figure 1 TSBVI logo.

“This project is supported by the U.S. Department of Education, Office of Special Education Programs (OSEP). Opinions expressed herein are those of the authors and do not necessarily represent the position of the U.S. Department of Education.

Figure 2 IDEA logo