

## **REGISTERING YOUR CHILD WITH THE SCHOOL DISTRICT**

If your infant or toddler has a hearing loss or a visual impairment and qualifies for services from a teacher of the deaf, a teacher of the visually impaired, or an orientation and mobility specialist, you must register your child with the local school district before he or she can receive these services.

Listed below are the steps to follow to register your child. Your ECI service coordinator or case manager will help you with these steps if needed. In some cases, if there is hardship obtaining the records and forms, the school may accept a temporary solution.

### **If your child has a hearing impairment**

- An ENT (Ear, Nose, and Throat doctor) must complete an Otological Evaluation form (previously called Part A)
- A licensed audiologist must complete an Audiological Evaluation form (previously called Part B)
- The ECI Individualized Family Service Plan (IFSP) must be completed by the ECI team
- A teacher of the deaf must complete a communication evaluation, previously called Part C (may be done at the same time as the ECI evaluation)

### **If your child has a vision impairment**

- A qualified ophthalmologist or optometrist (eye doctor) must submit a report of the diagnosis of your child's vision impairment.
- A teacher of the visually impaired and Orientation and Mobility Specialist must complete a Functional Vision Evaluation, Learning Media Assessment, and an Orientation and Mobility Evaluation, along with ECI's evaluation
- The ECI Individualized Family Service Plan (IFSP) must be completed by the ECI team

### **Steps to register your child with the local school district for VI and/or AI services or TSD for AI Services**

Call your neighborhood school and make an appointment to come and submit the following. The school may have other forms for you to complete. If you cannot make it to the school, arrange to have the forms and other documents mailed or sent to you.

1. Proof of your child's identity and age by presenting one of the following:

- Birth Certificate
- Passport
- Hospital Birth Record
- Adoption Record
- Any other legal document that establishes identity

\*note: Some schools may accept documents other than the birth certificate for up to 30 days, but the birth certificate will be required within 30 days of registration.

2. Proof that your family is living in the school district boundaries and intends to remain in the school district. Proof of residence can be one of the following:
  - Utility bill receipts
  - Lease information
3. Your child's immunization record or original waiver from the Department of State Health Services showing that immunizations are up-to-date (for children in a center-based program)
4. Name, address, and phone number of your child's primary care doctor and preferred hospital
5. Names, addresses, and phone numbers of two emergency contacts
6. Copy of your child's social security card (optional but preferred)
7. Custody Papers (if applicable)

**To register your child for the Texas School for the Deaf the following are required in addition to the Hearing Impairment/Vision Impairment paperwork:**

- Completion of TSD application packet (can be emailed to your family)
- Copy of your child's social security card
- Copy of your child's birth certificate, birth record, or other legal documentation of the child's birth
- Health history
- Immunization Record or original waiver from Department of State Health Services (for children in a center-based program)
- Physical Examination within the past year
- Custody Papers (if applicable)

TSD (Texas School for the Deaf) does not require proof of residency.

**How to order a birth certificate:**

If you do not have a birth certificate for your child, you can order one [online](#) or call the Vital Statistics Unit at TX Dept. of State Health Services (DSHS):

Vital Statistics Unit: (512) 776-7111 or 1-888-963-7111 (or view [phone list](#) to contact a specific program)

Telecommunications Device for the Deaf (TDD) Relay Texas: 1-800-735-2989

To inquire about getting help with obtaining financial assistance to pay the birth certificate fee or to obtain adoption records call 211.

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