


No. FY 2009-02 August 2009 Education Information and Accountability Services	 Florida Department of Education	<u>Contact Information</u> Teresa Sancho (Staff) Linda Hewett (Student) (850) 245-0400 teresa.sancho@fldoe.org linda.hewett@fldoe.org
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TECHNICAL ASSISTANCE PAPER

COLLECTING AND REPORTING RACE AND ETHNICITY DATA For PK-12 Students and Staff

Purpose and Contents

The purposes of this technical assistance paper are to provide:

- the historical background for ethnicity and race reporting,
- a summary of changes in ethnicity and race coding,
- current and new elements to be reported and the timeline for reporting,
- sample forms and letters that may be used to notify staff and parents and collect accurate data for staff and students, and
- answers to frequently asked questions regarding collection and reporting of race and ethnicity.

This technical assistance document contains the following sections:

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Introduction

For more than 20 years, standards in the U. S. Office of Management and Budget's (OMB) Statistical Policy Directive No. 15 have provided a common language to promote uniformity and comparability for data on race and ethnicity for the population groups specified in the Directive. They were developed in cooperation with federal agencies to provide consistent data on race and ethnicity throughout the federal government. The development of data standards stemmed in large measure from new responsibilities to enforce civil rights laws. Data were needed to monitor equal access for populations that historically had experienced discrimination and differential treatment because of their race or ethnicity. The standards of Directive No. 15 have come under increasing criticism because the minimum categories do not reflect the increasing diversity of our nation's population that has resulted primarily from growth in immigration and in interracial marriages. Because of this criticism, a comprehensive review was undertaken by the U. S. government. The result of this review is the adoption of standards for collecting and maintaining ethnicity and race data that will allow individuals to more accurately report their origins.

The revision of these federal standards requires changes to the collection and reporting of data in Florida. Changes in data collection have resulted in new elements being created to provide the data required by the OMB. To facilitate the reporting of accurate data, districts should begin to re-identify the race and ethnicity of all students and staff during the 2008-09 school year. Re-identification will provide the opportunity for students and staff to select more than one race and to report both their ethnicity and their race separately. If all individuals are not provided the opportunity to identify their race and ethnicity in a manner that is consistent, the data will not accurately reflect the diversity of the population. All changes must be implemented by fall 2009 reporting (school year 2009-10).

This Technical Assistance Paper will assist districts in the process of meeting the new reporting requirements. Districts will need to develop local policies and procedures for the re-identification of staff and students and prepare for local data system changes needed for the implementation of data reporting.

Background and History

In **1977**, the U. S. Office of Management and Budget (OMB) issued standards for the collection and reporting of data on race and ethnicity in Statistical Policy Directive No. 15, *Race and Ethnic Standards for Federal Statistics and Administrative Reporting*. The standards in this Directive have been used for two decades throughout the federal government for recordkeeping, collection, and presentation of data on race and Hispanic origin.

In **1996**, OMB conducted content and targeted tests in preparation for the 2000 Census.

In the spring of **1997** OMB published a notice on research results and proposed decisions on changes to Directive No. 15.

On **October 30, 1997**, OMB published the *1997 Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity* (1997 Standards).

On **August 7, 2006**, OMB published a Federal Register notice proposing changes to the U.S. Department of Education's (USDE) data collection and reporting guidelines for race and ethnicity data that were consistent with the 1997 Standards. See <http://www.ed.gov/legislation/FedRegister/other/2006-3/080706d.pdf>.

On **October 19, 2007**, OMB published a Federal Register notice of final changes to the USDE's racial and ethnic data collection and reporting guidelines. See <http://www.ed.gov/legislation/FedRegister/other/2007-4/101907c.pdf>.

States are required to report aggregated data using these new standards beginning with school year **2010-11**.

Questions and Answers

Is it legal for the department to collect race/ethnicity data?

This data collection is authorized by the USDE under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Department of Education Organization Act (20 U.S.C. 3413). Title VI regulations may be found at 34 CFR 100.6(b); Title IX regulations at 34 CFR 106.71; and Section 504 regulations at 34 CFR 104.61.

For what purposes will the department use the race data collected?

The department uses data on the racial/ethnic categories of students and staff in aggregate reports. In addition to meeting the requirements of Florida law, collecting the data will assist in complying with USDE and other federal agency requirements.

The department anticipates using the staff data to analyze the impact of policy decisions on issues such as the diversity of the Florida educator workforce. The department also plans to use the aggregated data to help schools and districts to recruit, hire, and support a diverse educator workforce. Staff race and ethnicity data is submitted by the department to the Equal Employment Opportunity Commission on behalf of school districts.

Under No Child Left Behind (NCLB) requirements, the department must disaggregate student accountability data by race and ethnicity categories during the process of determining Adequate

Yearly Progress (AYP). Each year, the department is required to submit a wide range of education data to the USDE as part of the ED Facts data initiative via the Education Data Exchange Network (EDEN). The department also submits data regarding student race and ethnicity to the Office for Civil Rights.

How will data be aggregated for reporting to the USDE?

For federal reporting requirements aggregate data will be reported using one of seven aggregate reporting categories. These categories are:

- *Hispanic/Latino of any race*
- Non-Hispanic individuals
 - *American Indian or Alaska Native*
 - *Asian*
 - *Black or African American*
 - *Native Hawaiian or Other Pacific Islander*
 - *White*
 - *Two or more races*

Data is often compared from year to year. How will current data using the “new” elements be compared to data using the “old” element?

Data collected in 2009-10 will be compared to previous years of data to determine the impact of reporting the “new” element and to ensure quality control. A “bridging” technique will be developed and adopted that will compare “new” data to historical data.

Florida's Data Elements

Old Elements

In 2007-08, one data element (Racial/Ethnic Category) was used to report the race and ethnicity of staff. This element contained the following five categories: American Indian/Alaskan Native; Asian or Pacific Islander; Black, Non-Hispanic; Hispanic; and White, Non-Hispanic.

In 2007-08, one data element was used to report the race and ethnicity of public school students in grades PK-12. This element contained the following six categories: American Indian/Alaskan Native; Asian or Pacific Islander; Black, Non-Hispanic; Hispanic; White, Non-Hispanic and Multiracial.

These data elements are included in Appendix A.

The categories in these elements were used to comply with federal reporting guidelines. Each student was identified by one and only one racial/ethnic category.

These elements will continue to be reported to the Florida Department of Education (FLDOE) in 2008-09 and 2009-10. These elements will become obsolete in 2010-11.

New Elements

There are six new data elements for reporting race and ethnicity for students and staff in Florida public schools. They are:

- Ethnicity
- Race: American Indian or Alaska Native
- Race: Asian
- Race: Black or African American
- Race: Native Hawaiian or Other Pacific Islander
- Race: White

These data elements are included in Appendix A.

One element is used to report ethnicity - whether or not the person is of Hispanic/Latino origin.

Five elements are used to report race. For each student and for each staff member each of the five race elements must be coded with a "Y" for Yes or "N" for No. A student or staff member may have more than one race element coded "Y" and at least one race element must be coded with a "Y."

These elements may be used by school districts during 2008-09 on an optional basis. For 2009-10 all Florida public school districts are required to collect and store data in their automated student and staff databases using these new elements for each staff member and each student. Beginning in 2009-10, school districts must report these new elements to the FLDOE.

Questions and Answers

How were race and ethnicity data collected before the introduction of the new standards?

The department collected data using one element - Racial/Ethnic Category. The department will continue to collect data on staff and students according to the old race/ethnicity categories through the 2009-10 school year.

Why were the elements changed from one element to six?

This change was made to comply with the federal OMB revisions to the standards for classification of federal data on race and ethnicity announced in the Federal Register Notice of October 30, 1997.

How do school districts report these data to the department?

Beginning with the 2009-10 school year, each new data element will be reported using a "Y" for Yes or "N" for No. The codes are the same for both the staff and student data collections. The data will be reported on the Student Demographic Information format for students and on the Staff Demographic Information format for staff.

How will the department report the race and ethnicity data to the federal government?

The FLDOE will report aggregated data to the federal government. There will be no individual data released. Persons identifying with more than one race will be aggregated in a "Multiple Race" category.

How were the race and ethnicity categories determined?

The U. S. Office of Management and Budget (OMB) worked with federal agencies to determine the standards for race and ethnicity reporting. The new standards were adopted by OMB and other agencies in 1997. State Education Agencies (SEA) have been notified of the collection and reporting requirement changes that are mandated for the 2010-11 reporting.

How will the data collected be used?

The FLDOE will use the data collected to report to the federal government. Some of the areas requiring this data are Office for Civil Rights (OCR); Title 1, Elementary and Secondary Education Act (ESEA); Individuals with Disability Education Act (IDEA); and No Child Left Behind (NCLB).

Definitions

Old Definitions

In the old data element Racial/Ethnic Category, the following definitions applied to both PK-12 students and school district staff except that the Multiracial (M) category was not available for use with staff members.

Definition: The racial/ethnic group to which the student belongs or with which the student identifies:

<u>CODE</u>	<u>DEFINITION</u>
W	White, Non-Hispanic: a person having origins in any of the original peoples of Europe, North Africa, or the Middle East
B	Black, Non-Hispanic: a person having origins in any of the black racial groups in Africa
H	Hispanic: a person of Mexican, Puerto Rican, Cuban or South or Central American origin or other Spanish culture or origin regardless of race
A	Asian or Pacific Islander: a person having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian subcontinent
I	American Indian or Alaskan Native: a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition
M	Multiracial: a person having parents of different racial/ethnic categories

New Definitions

The six new elements require a code of “Y” for Yes or “N” for No on each element. The following definitions are used. These definitions apply to both students and staff members.

Ethnicity: A code to indicate whether the student is of Hispanic or Latino ethnicity as per the description below.

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic or Latino.”

Race: American Indian or Alaska Native: A code to indicate whether the student is an American Indian or Alaska Native as per the description below.

A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Race: Asian: A code to indicate whether the student is Asian as per the description below.

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Race: Black or African American: A code to indicate whether the student is Black or African American as per the description below.

A person having origins in any of the black racial groups of Africa.

Race: Native Hawaiian or Other Pacific Islander: A code to indicate whether the student is a Native Hawaiian or Other Pacific Islander as per the description below.

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Race: White: A code to indicate whether the student is White as per the description below.

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Comparison

The chart below provides a quick comparison of the old and new race and ethnicity reporting categories.

Old Reporting Standards	New Reporting Standards	Comparison
American Indian or Alaskan Native	Race: American Indian or Alaska Native	Same definition.
Asian or Pacific Islander	Race: Asian and Race: Native Hawaiian or Other Pacific Islander	Separated into two categories: <ul style="list-style-type: none"> • Asian • Native Hawaiian or Other Pacific Islander
Black, Non-Hispanic	Race: Black or African American	Same definition.
Hispanic	Ethnicity – Hispanic or Latino	Individuals now choose an ethnicity in addition to choosing one or more races.
Multiracial		Multiracial category is no longer needed. Individuals choose more than one race, if appropriate.
White, Non-Hispanic	Race: White	Same definition.

Questions and Answers

A student is from Jamaica. How should the student's race be coded?

The race of the student will be coded based upon the responses from the re-identification survey. No one race includes Jamaica in the definition; however, the federal requirements merge race and geographic/national origin. Of course, a student may have multiple races checked based upon the definitions.

A student is of German origin. How should the ethnicity be coded?

The student is not of Hispanic/Latino origin and will be coded "N" on the ethnicity element.

A student is from Cuba or Mexico. How should the race be coded?

The student is of Hispanic/Latino origin and will be coded "Y" on the ethnicity element. No one race definition includes Cuban or Mexican; therefore, the race should be selected based on the definitions. At least one race must be selected with the possibility of up to five races being marked.

A student is from the Middle East. How should the race be coded?

The student should be identified as "White", not "Asian".

What should be done if it is believed that a student or staff member is of a different race or ethnicity than he/she claims to be?

The school or district must accept an individual's self-identification of race and ethnicity. Self-identification is a basic principle underlying the collection of this information. It is important to remember that a respondent is to "self identify." The choice is based solely on the choice of the respondent. The district is not to change the individual's responses.

Who should choose the race and ethnicity of students and staff members?

The *Final Guidance* from USDE specifies that at the elementary and secondary levels, the identification of a student's racial and ethnic categories is made primarily by parents or guardians. [A high school student may self-identify his or her own race and ethnicity category if all efforts to obtain the information from the parents or guardian fail.](#) Staff members are to self-identify.

Is there a source for helping districts determine the race(s) that should be selected when there are questions about the origin of students or staff?

The National Forum on Education Statistics has produced a document entitled "Managing an Identity Crisis". This contains detailed information on race and ethnicity and includes additional questions and answers regarding other areas of concern that have been raised. It can be found at: <http://nces.ed.gov/pubs2008/2008802.pdf>.

I do not understand the statement in the definition of Native American or Alaska Native that refers to "tribal affiliation or community attachment." How is this to be interpreted?

There are tribal rules that may restrict official tribal membership for other purposes, but there are no such qualifications for the self identification of race or ethnicity. A person may select Native American or Alaska Native whether or not there is an attachment based on tribal rules.

Where did the definitions for the ethnicity and race originate?

The definitions used for all races listed in the document were taken from the Federal Register, October 30, 1997, Sections **SUPPLEMENTARY INFORMATION, D. OMB's Decisions (13)**, and ***Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity, 1. Categories and Definitions***. The register can be found at: <http://www.whitehouse.gov/omb/fedreg/1997standards.html>.

Reporting Timeline

State reporting of the new Race and Ethnicity data elements is required beginning with the 2009-10 school reporting year. During 2009-10, districts will report both the old Racial/Ethnic Category data element and the six new Race and Ethnicity data elements.

In 2010-11, the old Racial/Ethnic Category data element will no longer be reported.

In order to assist in the transition to the new data elements, these new elements were made available for local use during the 2008-09 school year.

The chart below shows the reporting requirements for the years 2008-09 through 2010-11.

YEAR	REPORTING REQUIREMENTS
2008-09	<ul style="list-style-type: none"> • Continue to collect, store and report to FLDOE the old categories using the element Racial/Ethnic Category. • Train district and school staff on new race/ethnicity categories. • Collect staff and student information using new categories. • Update software. • Enter data for staff and students.
2009-10	<ul style="list-style-type: none"> • Continue to collect, store and report to FLDOE the old categories using the element Racial/Ethnic Category. • Collect, store and report to FLDOE new race and ethnicity data. • Conduct quality control procedures to ensure that new data categories are being correctly collected and reported.
2010-11	<ul style="list-style-type: none"> • Collect, store and report to FLDOE new ethnicity and race categories. • No longer collect, store and report old Racial/Ethnic Category data.

Questions and Answers

Must a district maintain data in both the old and the new formats during 2009-10?

During 2009-10, the district should maintain the old data for students and staff and also enter and report data in the new format using the new elements.

What survey period will the change take place?

Data reporting of race (5 elements) and ethnicity (1 element) is required beginning in survey 1, 2009-10 for students and survey 2, 2009-10 for staff.

What data must be collected and reported for the new students enrolling in the 2009-10 school year?

Data reporting for newly enrolled students is the same as that for current students. Both the old and the new elements must be reported for all students and staff during the 2009-10 school year.

Collecting Race and Ethnicity Data Using the New Standards

Two-Question Format

School districts are required to use a two-question format to collect data on race and ethnicity. The first question asks whether or not the respondent is Hispanic/Latino. The second question allows individuals to select one or more races from the following five racial groups:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

Any additional categories that a school district chooses to use to collect information must be subcategories of these categories (such as Japanese and Pakistani – subcategories of Asian). Students and staff would then be able to select one or more of these subcategories. However, only the main categories will be reported to the FLDOE, not the subcategories.

The USDE has found that the two-question format provides flexibility and ensures data quality. In particular, a two-question format typically results in more complete reporting of Hispanic ethnicity. The most frequent cases of an individual not reporting a race occur for individuals who identify themselves as Hispanic/Latino. Therefore, school districts should include instructions that encourage students and staff to answer both questions.

Re-Identification

School districts must allow all individuals to re-identify their ethnicity and race for the 2009-10 school year, during which both the prior racial/ethnic categories and the new race and ethnicity categories will be reported.

Students typically are asked for this information upon entry into school on the school's application and on update forms sent home during the first weeks of school. Staff is typically asked for this information upon employment or application for employment. Current staff must be re-surveyed for purposes of this reporting requirement.

Re-identification will allow all students and staff the opportunity to select more than one race and to report both their ethnicity and their race separately. This will also allow all individuals who previously identified themselves as within the Asian or Pacific Islander category the opportunity to select either "Asian" or "Native Hawaiian or Other Pacific Islander," thereby conforming all racial and ethnic information to the 1997 Standards.

See Appendix B for sample letters and forms used to notify staff and parents of the changing requirements and to collect data using the new race and ethnicity categories.

Questions and Answers

How are the data collected to reflect the changes to the standards?

The revised standards require that school districts offer individuals the opportunity to select one or more races when reporting information on race in federal data collections. In addition, race and Hispanic origin are to be considered as two separate and distinct concepts. Therefore,

Hispanic origin data are collected separately from race. The minimum designations, according to OMB, are:

Ethnicity:

- Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to Hispanic or Latino.
- Not Hispanic or Latino

Race:

- American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American. A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Respondents must select one ethnicity code and one or more race codes.

May the district include a category for “two or more races?”

No, respondents may not be offered the choice of selecting a “two or more races” category.

Why do students and staff have to re-identify their race and ethnicity?

The USDE encourages all students and staff to re-identify their race and ethnicity to improve the quality of data. The current data element does not provide an accurate identification of ethnicity and race.

May the district ask KG-12 students to identify their race and ethnicity?

At the elementary and secondary school levels, the identification of a student’s race and ethnicity is to be primarily made by the parents or guardians of the student rather than the student.

May school districts or families identify additional race or ethnicity categories?

Nothing prohibits districts from requesting more racial and ethnic information solely for district level purposes than is collected using the minimum six categories in the two-part question. However, districts must collect the data using the two-part question format and must maintain the required six data elements in the district’s staff and student databases. For example, if a

district wanted to collect information on subcategories of the Hispanic/Latino ethnic category, such as Puerto Rican and Mexican, it could do so, but would need to report each of the students in the subcategories as Hispanic/Latino to the DOE. When collecting data solely for the district's purposes, the accuracy of the state data collection cannot be compromised.

Should districts maintain documentation of re-identification?

At a minimum, the original responses to identification should be kept for three years (34 CFR 74.53 and 80.42). If litigation, a claim, an audit, or another action involving the records has started before the three-year period ends, records must be kept until the completion of the action.

Is there a sample letter for districts to use in their data collection?

Yes, sample letters and collection forms for staff and students are included in Appendix B of this technical assistance paper. The letters in Appendix B are samples and may be adapted to meet the needs of the district. However, the forms used by the district must collect the required ethnicity and one or more races.

How can schools/districts collect the race and ethnicity data for staff or students if individuals refuse to provide the information?

The department suggests that districts ask staff to self-report. For staff that declines to submit a self-report, the district can rely on employment records or visual identification to complete the required data collection. Parents should be contacted and asked to complete the survey form for students. If parents refuse to identify the information for their children, the school or district may rely on previous records or make a visual determination.

If a student or staff member does not provide his or her race and ethnicity, the district should ensure that the respondent is refusing to self-identify rather than simply overlooking the question. If the district has provided adequate opportunity for the respondent to self-identify and he or she still leaves the items blank or refuses to complete them, observer identification should be used. It is good practice to designate one administrator to be the observer.

Are districts responsible for collecting race and ethnicity for McKay students?

The FLDOE School Choice office will collect new race and ethnicity data for students currently participating in the McKay Scholarship Program. This information will be sent to districts in the August 2009 McKay student file and in subsequent files.

Are districts responsible for collecting race and ethnicity for Home Education students?

Home Education students who attend public schools for any portion of their instruction must have race and ethnicity data updated by the district. Data are not required to be reported through the automated student data base for home education students who do not receive instruction at a public school.

Are districts responsible for collecting race and ethnicity for private school students?

Private school students who attend public schools for any portion of their instruction must have race and ethnicity data updated by the district. Any private school student who has records reported via the Automated Student Data Base System must have updated race and ethnicity data. These private school students include those who have an active individual educational plan (IEP), individual family support plan, educational plan or services plan under IDEA. Data for these exceptional education students may be collected at the IEP/services plan meeting.

Appendix A

Data Base Elements

Old Elements

- Racial Ethnic Category (Student)
- Racial/Ethnic Category (Staff)

New Elements

- Ethnicity
- Race: American Indian or Alaska Native
- Race: Asian
- Race: Black or African American
- Race: Native Hawaiian or Other Pacific Islander
- Race: White

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS**

Implementation Date: Fiscal Year 1994-95 July 1, 1994

Element Name: Racial/Ethnic Category															
Definition/Domain															
<p>The racial/ethnic group to which the student belongs or with which the student identifies:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;"><u>CODE</u></th> <th style="text-align: left;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td>W</td> <td>White, Non-Hispanic: a person having origins in any of the original peoples of Europe, North Africa, or the Middle East</td> </tr> <tr> <td>B</td> <td>Black, Non-Hispanic: a person having origins in any of the black racial groups in Africa</td> </tr> <tr> <td>H</td> <td>Hispanic: a person of Mexican, Puerto Rican, Cuban or South or Central American origin or other Spanish culture or origin regardless of race</td> </tr> <tr> <td>A</td> <td>Asian or Pacific Islander: a person having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian subcontinent</td> </tr> <tr> <td>I</td> <td>American Indian or Alaskan Native: a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition</td> </tr> <tr> <td>M</td> <td>Multiracial: a person having parents of different racial/ethnic categories</td> </tr> </tbody> </table> <p>Note: Racial/Ethnic Category state reporting will change effective with the 2009-10 school year. Districts will report both the Racial/Ethnic Category data element and the following six data elements in 2009-10: Ethnicity, Race: American Indian or Alaska Native, Race: Asian, Race: Black or African American, Race: Native Hawaiian or Other Pacific Islander, and Race: White. The Racial/Ethnic Category data element will no longer be reported in 2010-11.</p>		<u>CODE</u>	<u>DEFINITION</u>	W	White, Non-Hispanic: a person having origins in any of the original peoples of Europe, North Africa, or the Middle East	B	Black, Non-Hispanic: a person having origins in any of the black racial groups in Africa	H	Hispanic: a person of Mexican, Puerto Rican, Cuban or South or Central American origin or other Spanish culture or origin regardless of race	A	Asian or Pacific Islander: a person having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian subcontinent	I	American Indian or Alaskan Native: a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition	M	Multiracial: a person having parents of different racial/ethnic categories
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Length: 1	Grades and Programs Requiring This Data Element:														
Format: Alphabetic	All Programs Grades PK-12														
Compatibility Requirement: State Standard	Workforce Development Education (adult general education and postsecondary vocational education)														
Use Types:	State Reporting Formats Requiring This Data Element:														
<input checked="" type="checkbox"/> State Report	Student Demographic Information DB9 13x														
<input checked="" type="checkbox"/> Local Accountability	WDIS Student Demographic Information DB9 46x														
<input checked="" type="checkbox"/> F.A.S.T.E.R.	Prior School Status/Student Attendance DB9 55x														
<input type="checkbox"/> Migrant Tracking	Student Discipline/Referral Action DB9 19x														
Data Element Number: 168025	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> S <input checked="" type="checkbox"/> G <input checked="" type="checkbox"/> X														
Revised: 7/08	Volume I Effective: 7/08 Page Number: 231-1														

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS**

Implementation Date: Fiscal Year 1987-88 July 1, 1987

Element Name: Racial/Ethnic Category													
Definition/Domain													
<p>The racial/ethnic group to which the staff member belongs or with which the staff member identifies.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;"><u>CODE</u></th> <th style="text-align: left;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td>W</td> <td><u>White, Non-Hispanic</u>: Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.</td> </tr> <tr> <td>B</td> <td><u>Black, Non-Hispanic</u>: Persons having origins in any of the Black racial groups of Africa.</td> </tr> <tr> <td>H</td> <td><u>Hispanic</u>: Persons of Mexican, Puerto Rican, Cuban, Central and South American or other Spanish culture or origin, regardless of race.</td> </tr> <tr> <td>A</td> <td><u>Asian/Pacific Islander</u>: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.</td> </tr> <tr> <td>I</td> <td><u>American Indian/Alaskan Native</u>: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</td> </tr> </tbody> </table> <p>Racial/Ethnic designators do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with or is regarded in the community as belonging. However, no person would be counted in more than one racial/ethnic group.</p>		<u>CODE</u>	<u>DEFINITION</u>	W	<u>White, Non-Hispanic</u> : Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.	B	<u>Black, Non-Hispanic</u> : Persons having origins in any of the Black racial groups of Africa.	H	<u>Hispanic</u> : Persons of Mexican, Puerto Rican, Cuban, Central and South American or other Spanish culture or origin, regardless of race.	A	<u>Asian/Pacific Islander</u> : Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.	I	<u>American Indian/Alaskan Native</u> : Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
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H	<u>Hispanic</u> : Persons of Mexican, Puerto Rican, Cuban, Central and South American or other Spanish culture or origin, regardless of race.												
A	<u>Asian/Pacific Islander</u> : Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.												
I	<u>American Indian/Alaskan Native</u> : Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.												
Length:	1	State Reporting Formats Requiring This Data Element:											
Format:	Alphabetic	Staff Demographic Information DB9 27x											
Compatibility Requirement:	State Standard												
Use Types:	<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability												
Data Element Number:	216565												
Reported in Survey Periods:			<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5										
Revised: 9/86	Volume II	Effective: 7/07	Page Number: 50-1										

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AUTOMATED STUDENT DATA ELEMENTS**

Implementation Date: Fiscal Year 2008-09 July 1, 2008

Element Name: Ethnicity		**New Element**						
Definition/Domain								
<p>A code to indicate whether the student is of Hispanic or Latino ethnicity as per the description below.</p> <p>A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."</p> <table style="margin-left: auto; margin-right: auto; border: none;"> <thead> <tr> <th style="text-align: left; padding-right: 20px;"><u>CODE</u></th> <th style="text-align: left;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">Y</td> <td style="padding: 5px;">Yes, the student is of Hispanic/Latino origin.</td> </tr> <tr> <td style="text-align: center; padding: 5px;">N</td> <td style="padding: 5px;">No, the student is not of Hispanic/Latino origin.</td> </tr> </tbody> </table> <p>Notes</p> <p>This element is voluntary for local implementation during the 2008-09 school year. This element will be required beginning with the 2009-10 school year.</p> <p>Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).</p>			<u>CODE</u>	<u>DEFINITION</u>	Y	Yes, the student is of Hispanic/Latino origin.	N	No, the student is not of Hispanic/Latino origin.
<u>CODE</u>	<u>DEFINITION</u>							
Y	Yes, the student is of Hispanic/Latino origin.							
N	No, the student is not of Hispanic/Latino origin.							
Length: 1	Grades and Programs Requiring This Data Element:							
Format: Alphabetic	All Programs, Grades PK-12							
Compatibility Requirement: State Standard	Workforce Development Education (adult general education and postsecondary vocational education)							
Use Types: <input type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input type="checkbox"/> F.A.S.T.E.R. <input type="checkbox"/> Migrant Tracking	State Reporting Formats Requiring This Data Element: None							
Data Element Number: 116875	Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 9 <input type="checkbox"/> F <input type="checkbox"/> W <input type="checkbox"/> S <input type="checkbox"/> G <input type="checkbox"/> X							
Revised: 7/08	Volume I	Effective: 7/08 Page Number: 121-60						

**FLORIDA DEPARTMENT OF EDUCATION
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AUTOMATED STUDENT DATA ELEMENTS**

Implementation Date: Fiscal Year 2008-09 July 1, 2008

Element Name: Race: American Indian or Alaska Native		**New Element**						
Definition/Domain								
<p>A code to indicate whether the student is an American Indian or Alaska Native as per the description below.</p> <p>A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 15%;"><u>CODE</u></th> <th style="text-align: center;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Y</td> <td>Yes, the student is an American Indian or Alaska Native.</td> </tr> <tr> <td style="text-align: center;">N</td> <td>No, the student is not an American Indian or Alaska Native.</td> </tr> </tbody> </table> <p>Notes</p> <p>This element is voluntary for local implementation during the 2008-09 school year. This element will be required beginning with the 2009-10 school year.</p> <p>Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).</p>			<u>CODE</u>	<u>DEFINITION</u>	Y	Yes, the student is an American Indian or Alaska Native.	N	No, the student is not an American Indian or Alaska Native.
<u>CODE</u>	<u>DEFINITION</u>							
Y	Yes, the student is an American Indian or Alaska Native.							
N	No, the student is not an American Indian or Alaska Native.							
Length:	1	Grades and Programs Requiring This Data Element:						
Format:	Alphabetic	All Programs, Grades PK-12						
Compatibility Requirement:	State Standard	Workforce Development Education (adult general education and postsecondary vocational education)						
Use Types:		State Reporting Formats Requiring This Data Element:						
<input type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input type="checkbox"/> F.A.S.T.E.R. <input type="checkbox"/> Migrant Tracking		None						
Data Element Number:	167275	Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 9 <input type="checkbox"/> F <input type="checkbox"/> W <input type="checkbox"/> S <input type="checkbox"/> G <input type="checkbox"/> X						
Revised: 7/08	Volume I	Effective: 7/08 Page Number: 230-100						

**FLORIDA DEPARTMENT OF EDUCATION
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AUTOMATED STUDENT DATA ELEMENTS**

Implementation Date: Fiscal Year 2008-09 July 1, 2008

Element Name: Race: Asian		**New Element**						
Definition/Domain								
<p>A code to indicate whether the student is Asian as per the description below.</p> <p>A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>CODE</u></th> <th style="text-align: center;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Y</td> <td>Yes, the student is Asian.</td> </tr> <tr> <td style="text-align: center;">N</td> <td>No, the student is not Asian.</td> </tr> </tbody> </table> <p>Notes</p> <p>This element is voluntary for local implementation during the 2008-09 school year. This element will be required beginning with the 2009-10 school year.</p> <p>Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).</p>			<u>CODE</u>	<u>DEFINITION</u>	Y	Yes, the student is Asian.	N	No, the student is not Asian.
<u>CODE</u>	<u>DEFINITION</u>							
Y	Yes, the student is Asian.							
N	No, the student is not Asian.							
Length:	1	Grades and Programs Requiring This Data Element:						
Format:	Alphabetic	All Programs, Grades PK-12						
Compatibility Requirement:		Workforce Development Education (adult general education and postsecondary vocational education)						
	State Standard							
Use Types:		State Reporting Formats Requiring This Data Element:						
<input type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input type="checkbox"/> F.A.S.T.E.R. <input type="checkbox"/> Migrant Tracking		None						
Data Element Number:	167325	Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 9 <input type="checkbox"/> F <input type="checkbox"/> W <input type="checkbox"/> S <input type="checkbox"/> G <input type="checkbox"/> X						
Revised: 7/08	Volume I	Effective: 7/08 Page Number: 230-150						

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AUTOMATED STUDENT DATA ELEMENTS**

Implementation Date: Fiscal Year 2008-09 July 1, 2008

Element Name: Race: Black or African American		**New Element**						
Definition/Domain								
<p>A code to indicate whether the student is Black or African American as per the description below.</p> <p>A person having origins in any of the black racial groups of Africa.</p> <table style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;"><u>CODE</u></th> <th style="text-align: left;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">Y</td> <td>Yes, the student is Black or African American.</td> </tr> <tr> <td style="padding-left: 20px;">N</td> <td>No, the student is not Black or African American.</td> </tr> </tbody> </table> <p>Notes</p> <p>This element is voluntary for local implementation during the 2008-09 school year. This element will be required beginning with the 2009-10 school year.</p> <p>Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).</p>			<u>CODE</u>	<u>DEFINITION</u>	Y	Yes, the student is Black or African American.	N	No, the student is not Black or African American.
<u>CODE</u>	<u>DEFINITION</u>							
Y	Yes, the student is Black or African American.							
N	No, the student is not Black or African American.							
Length: 1	Grades and Programs Requiring This Data Element:							
Format: Alphabetic	All Programs, Grades PK-12							
Compatibility Requirement:	Workforce Development Education (adult general education and postsecondary vocational education)							
State Standard								
Use Types:	State Reporting Formats Requiring This Data Element:							
<input type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input type="checkbox"/> F.A.S.T.E.R. <input type="checkbox"/> Migrant Tracking	None							
Data Element Number:	Reported in Survey Periods:							
167375	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 9 <input type="checkbox"/> F <input type="checkbox"/> W <input type="checkbox"/> S <input type="checkbox"/> G <input type="checkbox"/> X							
Revised: 7/08	Volume I	Effective: 7/08 Page Number: 230-200						

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AUTOMATED STUDENT DATA ELEMENTS**

Implementation Date: Fiscal Year 2008-09 July 1, 2008

Element Name: Race: Native Hawaiian or Other Pacific Islander		**New Element**						
Definition/Domain								
<p>A code to indicate whether the student is a Native Hawaiian or Other Pacific Islander as per the description below.</p> <p>A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;"><u>CODE</u></th> <th style="text-align: left;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Y</td> <td>Yes, the student is a Native Hawaiian or Other Pacific Islander.</td> </tr> <tr> <td style="text-align: center;">N</td> <td>No, the student is not a Native Hawaiian or Other Pacific Islander.</td> </tr> </tbody> </table> <p>Notes</p> <p>This element is voluntary for local implementation during the 2008-09 school year. This element will be required beginning with the 2009-10 school year.</p> <p>Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).</p>			<u>CODE</u>	<u>DEFINITION</u>	Y	Yes, the student is a Native Hawaiian or Other Pacific Islander.	N	No, the student is not a Native Hawaiian or Other Pacific Islander.
<u>CODE</u>	<u>DEFINITION</u>							
Y	Yes, the student is a Native Hawaiian or Other Pacific Islander.							
N	No, the student is not a Native Hawaiian or Other Pacific Islander.							
Length: 1	Grades and Programs Requiring This Data Element:							
Format: Alphabetic	All Programs, Grades PK-12							
Compatibility Requirement: State Standard	Workforce Development Education (adult general education and postsecondary vocational education)							
Use Types: <input type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input type="checkbox"/> F.A.S.T.E.R. <input type="checkbox"/> Migrant Tracking	State Reporting Formats Requiring This Data Element: None							
Data Element Number: 167425	Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 9 <input type="checkbox"/> F <input type="checkbox"/> W <input type="checkbox"/> S <input type="checkbox"/> G <input type="checkbox"/> X							
Revised: 7/08	Volume I	Effective: 7/08 Page Number: 230-250						

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VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS**

Implementation Date: Fiscal Year 2008-09 July 1, 2008

Element Name: Race: White		**New Element**						
Definition/Domain								
<p>A code to indicate whether the student is White as per the description below.</p> <p>A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p> <table border="0"> <tr> <td align="center"><u>CODE</u></td> <td align="center"><u>DEFINITION</u></td> </tr> <tr> <td align="center">Y</td> <td>Yes, the student is White.</td> </tr> <tr> <td align="center">N</td> <td>No, the student is not White.</td> </tr> </table> <p>Notes</p> <p>This element is voluntary for local implementation during the 2008-09 school year. This element will be required beginning with the 2009-10 school year.</p> <p>Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).</p>			<u>CODE</u>	<u>DEFINITION</u>	Y	Yes, the student is White.	N	No, the student is not White.
<u>CODE</u>	<u>DEFINITION</u>							
Y	Yes, the student is White.							
N	No, the student is not White.							
Length:	1	Grades and Programs Requiring This Data Element:						
Format:	Alphabetic	All Programs, Grades PK-12						
Compatibility Requirement:	State Standard	Workforce Development Education (adult general education and postsecondary vocational education)						
Use Types:	<input type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input type="checkbox"/> F.A.S.T.E.R. <input type="checkbox"/> Migrant Tracking	State Reporting Formats Requiring This Data Element:						
Data Element Number:	167475	None						
		Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 9 <input type="checkbox"/> F <input type="checkbox"/> W <input type="checkbox"/> S <input type="checkbox"/> G <input type="checkbox"/> X						
Revised: 7/08	Volume I	Effective: 7/08 Page Number: 230-300						

Appendix B

Sample Letters/Forms

Sample Letter for Parents

District Letterhead

Dear Parent or Guardian:

Every school district in Florida is required to report to the Florida Department of Education each year student data by race and ethnicity categories that are set by the federal government. The Department of Education does not report individual student data to the federal government but does report the total number of students in various categories in each school. These reports help us keep track of changes in student enrollments and ensure that all students receive the educational programs and services to which they are entitled.

The federal government recently changed the reporting categories for student data. As a result, you have the opportunity to update the student data for your child. With the new reporting categories, you may now identify your child by ethnic group (either Hispanic/Latino or not Hispanic/Latino) **and** by *one or more* racial groups (American Indian/Alaska Native, Asian, Black/African-American, Native Hawaiian/Other Pacific Islander, White). Starting with the 2009-10 school year, all schools in Florida will report student data to the Department of Education using the new categories.

Please complete the enclosed form and return it to your child's school by [DATE].

For more information about the student data reporting categories for ethnicity and race, please contact [CONTACT]

Sincerely,

[NAME OF SUPERINTENDENT or DESIGNEE]
Superintendent of Schools
Or DESIGNEE

Enclosure: Student Data Collection Form

Sample Student Data Collection Form

Student's name: _____

Grade: _____

Please answer **BOTH** questions 1 and 2.

1. Is your child Hispanic or Latino? (**Please, mark only one.**)

No, my child is not Hispanic or Latino

Yes, my child is Hispanic or Latino -- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. What is your child's race? (**Please, mark all that apply, however mark at least one.**)

American Indian or Alaska Native -- A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian -- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American -- A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander -- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White -- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Parent/Guardian Signature: _____ Date: _____

Sample Letter for Staff

District Letterhead

To all School District Staff:

In order to comply with federal reporting requirements, every school district in Florida is required to report to the Florida Department of Education each employee's race and ethnicity on an annual basis. The Florida Department of Education does not report individual data to the federal government but does report the total number of educational staff in various categories in each school.

The federal government recently changed the reporting categories for race and ethnicity and all staff members are asked to update their information. With the new reporting categories, individuals can identify themselves by ethnic group (either Hispanic/Latino or not Hispanic/Latino) **and** by *one or more* racial groups (American Indian/Alaska Native, Asian, Black/African-American, Native Hawaiian/Other Pacific Islander, White).

To update your information, please complete the enclosed form and send it to your school principal or supervisor by [DATE].

For more information about the race and ethnicity data reporting categories, please see: [CONTACT].

Sincerely,

[NAME OF SUPERINTENDENT]
Superintendent of Schools

Enclosure: Staff Data Collection Form

Sample Staff Data Collection Form

Name: _____

Date of Birth: ____/____/____

Please answer **BOTH** questions 1 and 2.

1. Are you Hispanic or Latino? ***(Please, choose only one.)***

No, not Hispanic or Latino

Yes, Hispanic or Latino -- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. What is your race? ***(Please, mark all that apply, however mark at least one.)***

American Indian or Alaska Native -- A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian -- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American -- A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander -- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White -- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Signature: _____ Date: _____

Appendix C

Additional Questions and Answers

Why do you need this information?

The demographics of our society have changed significantly in the last few decades. These changes will allow our students and staff to more accurately describe who they are. The district and state are required by the federal government to use the new categories. All states and school districts are required to do the same. There are good reasons in addition to meeting federal requirements, though. We routinely report aggregate information to the federal government for funding and evaluation purposes, as well as civil rights compliance. We also use racial and ethnic data to evaluate our placement and program needs, providing the best services for all students. The U.S. Census in 2000 used the new categories. This is a trend that education and human services agencies will follow.

Is the federal government checking my immigration status?

No. Race and ethnicity data collection has nothing to do with immigration status.

Will the school release my student's race and ethnicity to other parties?

Individual student records are protected by the Federal Education Records and Privacy Act (FERPA). The new race and ethnicity standards have no effect on FERPA's protection of student records. FERPA does not designate race and ethnicity as directory information, and race and ethnicity have the same protection as any other nondirectory information in a student's education records.

Haven't we given this information before? Why do you need to ask again?

This is indeed a major effort, but it is more beneficial to ask everyone again and at the same time with the new format. This way no one will miss the opportunity to identify himself or herself in a more accurate way.

I am Hispanic. Why do I have to answer more questions?

One of the major changes is the recognition that members of Hispanic populations can be of different races. The federal government would like to afford Hispanic/Latino populations the opportunity to better describe themselves according to their culture and heritage. So, you are being asked to select one or more races, even if you have indicated that you are Hispanic/Latino.

How do I know I won't be discriminated against after I've told you I belong to a minority group?

This is exactly why we need to maintain better racial and ethnic data about our students and staff. We are required to maintain this information about each individual in his or her record in case a civil rights investigation surfaces. Again, state and local guidelines are in place to ensure that racial and ethnic data will not be reported elsewhere in a way that you may be identified. The state and districts follow FERPA rules and regulations to safeguard the privacy of student records (see question above). For employment records, none of the equal employment opportunity rules have changed. Your race and ethnicity will not be used to determine your employment status or condition.

You can't make me do it, can you?

No, we can't; but providing the information would be beneficial for you or your child. We are required to provide an answer on your behalf, if you choose not to provide such information. The federal government believes that in getting aggregate numbers from states and districts, it would be more preferable to have complete data this way, than to have missing data.

What will you do if I refuse to respond?

Self-identification is the preferred choice of selecting an individual's race and ethnicity, though a person is not required by law to make these selections. However, if one refuses to respond a determination will be made by the school or district. Existing employment or student records will be reviewed for racial and ethnic designations as a next-to-the-last resort. The federal government requires the use of observer identification to identify race and ethnicity, as a last resort, if such information is not located in previous records or not provided by the students, parents, or staff.

What should be done if a respondent does not respond to both parts of the question?

For elementary and secondary education students, if an individual (or the parent on behalf of the individual) does not complete the two-part question, [then the educational institution should take steps to collect and document information allowing the required reporting of both race and ethnicity](#). If only one part of the two-part question is answered, the educational institution should take steps to ensure that the respondent has intentionally refused to complete the second part of the question (rather than overlooked or misunderstood the second question), before using observer identification to complete the required information.