

APPENDIX B

Explanatory Format for Districts Including FAQ's

Appendix B consists of a sample information only, explanatory page, an example of an actual district enrollment form, and Frequently Asked Questions that are intended to answer common questions that districts and schools may have. The FAQ's from Appendix C & D are different and they may also be helpful; these could be added to Appendix B as needed.

*This is not a data collection form; it is intended **for informational purposes only**. Districts need to revise their own forms to reflect the changes.*

Beginning in Spring 2010 there are now TWO questions that every person will be asked, and both questions must be answered in order for a staff or student record to be considered complete by the Oregon Department of Education.

Question # 1:

Are you Latino or Hispanic? Yes_____ No_____

All persons descended from a Spanish-speaking country of origin in North, Central or South America, regardless of race or original language, should answer yes. All persons answering YES to this first question will be reported as a Latino student or staff member, regardless of their answer to the race question below, which all are required to answer.

Question #2:

Please choose one or more race:

- American Indian or Alaska Native
A person having origins in any of the original peoples of North, Central or South America, including Mexico, 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
- Black or African American
A person having origins in any of the original peoples 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

In order for these new guidelines to best reflect the identities of our communities it is important to understand the way the new categories work. Those answering “yes” to the Latino question will be reported in the Latino category regardless of their answer to the race question. Please be thoughtful about your identity and/or the identity of your child when choosing the appropriate category. *With the exception of Latinos, all those who choose more than one race will be reported as “multi-racial” in our data systems, even though it is not a self-reported category option.*

If we do not receive self-identification from a parent, guardian or student, federal law requires that the district designate a staff person to choose one or more categories based on prior knowledge and observation; this practice is known as Observer Identification. We firmly believe self-identification is preferable, but are required to implement Observer Identification as a last resort to complete a record.

This is an example of a district's actual data collection / enrollment / registration form.

Race & Ethnicity Information Form

Beginning in 2010, new federal regulations require that all U.S. schools gather statistical data on students' race and ethnicity using new categories. In order for the data to best reflect the identities of our communities, it is important that parents and guardians be thoughtful about their families' ethnic and racial identity when choosing the appropriate categories for their children. Both questions below *must* be answered to complete all student records.

Please complete one form for each of your students, answering both Question #1 and #2, and return the form(s) to the school office. Thank you.

Student Information

School: _____ Date of Birth: _____

Student Name: _____ Parent Phone: _____

Question #1 (required): ETHNICITY — Are you Hispanic or Latino? Yes No

All persons of Latino, Hispanic or Spanish origin (descended from a Central or South American, Mexican, Cuban, Puerto Rican, Dominican, or other Spanish-speaking country of origin, regardless of race or original language) should answer "Yes." All persons answering "Yes" to this first question will be recorded as Hispanic/Latino. Continue to Question #2.

Question #2 (required): RACE — Please mark all that apply.

You must mark at least one category. Those who choose more than one category will be reported as multiracial.

- American Indian or Alaska Native:
 - U.S. *A person having origins in any of the indigenous peoples of the continental U.S. or Alaska.* Tribal affiliation, if known: _____
 - Latin America and Canada *A person having origins in any of the indigenous peoples of Canada, Mexico, Central America, South America, or the Caribbean.*
- Asian *A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.*
- Black or African American *A person having origins in any of the original peoples 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 of Parent or Guardian Date

Frequently Asked Questions

Districts & Schools

When are we required to begin reporting to ODE under the new requirements?

Fall 2010 is when the new reporting requirements begin. A student or staff record will be considered incomplete if they do not contain the full race and ethnicity data, meaning at least one answer to each of the two questions.

Do we really need to ask all staff and students to re-identify?

While this is not required, it is highly recommended. All staff and student data must be recorded and reported under the new guidelines as of Fall 2010. For consistency and to avoid unforeseen complications and concerns of targeting specific populations it is highly recommended that all be asked re-identify.

Why is each building recommended to have a designated administrator as an Observer Identifier?

In consultation with the Oregon Department of Education, The Oregon School Employees Association, the Coalition of Oregon School Administrators, and a board of educational equity experts, ODE decided to support the USED Final Guidance recommendation to designate a school administrator in every building for Observer Identification. Observer Id is a very sensitive subject (please see Appendix G for Final Guidance recommendations); it is critical that Observer Identification be handled respectfully and consistently, it is often a burden on staff. Observer Identification is also an opportunity to build relationship with school community members and local administrators.

Are staff other than administrators specifically forbidden from making Observer Identification?

USED recommends designating and training one administrator in each building for Observer Identification; however this is an individual district decision. Staff should be prepared to give information and documents provided by the district to students, families and guardians to assist them in making self-identification, but if self-identification is unobtainable these individuals should be referred to the designated administrator. Additionally, staff may have important information that will assist the administrator in making appropriate Observer Identification and should be directed to communicate this to the Observer Identifier.

What is meant by collecting more data than the recommended categories, such as the sub-categories of the five main choices?

For districts with increasing diversity evidence has clearly shown the advantages of collecting a deeper level of cultural identity information and maintaining the student information system for this capacity. This may mean asking individuals choosing the African American category to indicate if they are from Ghana, Jamaica or Brazil. It may ask Asians to indicate their country of origin, and so on. This information helps districts make better curricular alignment decisions and ensure each student gets the support they are entitled to.

What about AYP bridging?

At this time ODE has no plans to attempt to bridge data for AYP purposes.