

District Letterhead

Dear Colleagues:

Each year, every school district in [State] is required to report to the [state name] each year staff data by race and ethnicity categories that are set by the Federal government. Accurate racial and ethnic data help us conduct research and evaluation as well as comply with Federal and state equal employment opportunity laws.

The [state agency] *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 staff data. As a result, you have the opportunity to update your race and ethnicity data in your record, if you wish to do so. You may now identify yourself by ethnicity (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 2009-2010 school year, all schools in [state] will report student data to the [state agency] using the new format and categories.

Please complete the enclosed form and return to your [school/agency name] by [date]. If we do not hear back from you, a designated school staff [or indicate position of staff] will observe and select racial and ethnic categories on your behalf, as required by the Federal government for aggregate reporting. Please contact [individual's supervisor, school principal, or district human resources] if you would like to check your race and ethnicity information currently on file.

For more information about the student data reporting categories, please contact [school contact name and information].

Sincerely,

XXX  
Superintendent of Schools