

# District Letterhead

## Sample Staff Letter for Districts

To District Staff Member:

In 2007, the U.S. Department of Education (U.S. ED) released guidance regarding the collection and reporting of educational staff members' race and ethnicity data. All educational staff members are being asked to update their information utilizing the new two-part question format. The guidance from U.S. ED indicates that individuals must first identify themselves by ethnic group (either Hispanic/Latino or not Hispanic/Latino) and then by *one or more* racial groups (American Indian/Alaska Native, Asian, Black/African-American, Native Hawaiian/Other Pacific Islander, White). This change allows individuals to more accurately identify themselves, given the increasing diversity of the nation's population.

In order to comply with federal reporting requirements, every school district in Michigan is required to annually report employee data by race and ethnicity categories to the Michigan Department of Education (MDE). MDE does not report individually identifiable data to the federal government, but does report the total number of educational staff members.

Starting with the 2010-2011 school year, all school districts in Michigan must collect student and educational staff member data using the new two-part question format. Please update your information by completing the enclosed form and sending it to [LOCATION] by [DATE]. If you leave the item blank or refuse to self-identify, observer identification will be used.

For more information about the data reporting categories, please contact [NAME] at [PHONE NUMBER].

Sincerely,

[NAME OF SUPERINTENDENT]  
Superintendent of Schools

Enclosure:

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Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Please answer BOTH parts A and B.

Part A. **Are you Hispanic/Latino?** (*Choose only one*)

- No, not Hispanic/Latino**
- Yes, Hispanic/Latino** (A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.)

Part A of the question is about ethnicity, not race. Regardless of what you selected in Part A, **please answer Part B** by marking one or more boxes to indicate what you consider your race to be.

Part B. **What is your race?** (*Choose one or more*)

- American Indian or Alaska Native** (A person having origins in any of the original peoples of North and South America, including Central America.)
- Asian** (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.)
- 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.)

NOTE: Both parts A and B **MUST** be completed. We encourage you to select an answer for **both** parts. If either part (A or B) is not answered, the U.S. Department of Education **requires** the school district to supply an answer on your behalf.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_