



Eugene School District 4J
200 North Monroe Street
Eugene, OR 97402-4295
541-790-7700
www.4j.lane.edu

SCHOOL DISTRICT UPDATING ALL STUDENT RECORDS

March 31, 2010

Dear Parent or Guardian,

Each year, every school district in Oregon is required to report the race and ethnicity of each of its students to the Oregon Department of Education (ODE). The state reports school-level data — but not individual student information — to the federal government.

What is changing?

Starting this spring, there are new federal requirements about how race and ethnicity data is recorded. Every school district in the United States is required to use the new categories to collect and report the race and ethnicity of students and staff. The new categories are explained on the reverse side of this letter.

What do I need to do?

Your student's records need to be updated using the new race and ethnicity information form. All families are being asked to update each of their students' records by April 30, 2010.

Why is this important?

Our schools receive some federal funding based on this information. Race and ethnicity data also is used by the district in developing programs to serve our diverse student population, for civil rights compliance, and more.

What is staying the same?

There are no changes to the laws protecting your privacy and your other rights. This information will not be reported to any federal agency in a way that identifies you or your child. It will not be used to check immigration status. It will not be used to discriminate against students or staff under any circumstances.

**Please return the enclosed form to
the main office of your school by April 30.**

This data is required by federal law.
If you miss the April 30 deadline, please
return the form as soon as possible.

Thank you!

How to complete the Race & Ethnicity Information Form

There are new federal requirements for collecting and reporting race and ethnicity data. There are now TWO questions that must be answered for every student and staff member.

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. Please be thoughtful about the most accurate way to report your identity and/or the identity of your child when choosing the appropriate categories.

What are the new categories?

**** Note: Please respond on the enclosed Race & Ethnicity Information Form. Do not respond on this page. ****

Question #1: ETHNICITY Are you Latino or Hispanic? **YES** or **NO**

All persons answering YES to this first question will be recorded as Latino/Hispanic, regardless of their answer to Question #2. All persons of Hispanic, Latino or Spanish origin — descended from Central or South American, Mexican, Cuban, Puerto Rican, Dominican, or other Spanish culture or origin, regardless of race — should answer YES. All persons are required to answer Question #2 even if they answered YES to Question #1.

Question #2: RACE Select at least one of the following racial categories on your student's form. All persons 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 United States or Alaska.*

- **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.*

What are the major changes?

Race and Ethnicity Information Required: All students and staff must answer both Question #1 and Question #2. A “declined to report” response is no longer allowed by federal reporting requirements.

Latino/Hispanic Students: One of the major changes is the recognition that members of Hispanic/Latino populations can be of different races. Individuals may identify as Hispanic and White, or Latino and Central American Indian, or Hispanic and Black and Pacific Islander, or any other combination. The federal government considers “Hispanic/Latino” to be an ethnicity, not a race; this is why Hispanic/Latino is not listed as a race identification category. If you answer YES to Question #1, you will be counted as Hispanic/Latino.

Multiracial Students: You may have noticed that there is no “multiracial” category you can select. The new categories allow individuals to self-identify with more than one racial or ethnic category. Everyone who chooses more than one race in Question #2 will be reported as multiracial in our data systems.

Where can I learn more?

If you have questions, please visit www.4j.lane.edu/communications/recordsupdate or call your school office.

