

September 18, 2009

Dear Parents and Guardians:

I am writing to inform you about new guidelines from the U. S. Department of Education (USDE) regarding the collection of data on race and ethnicity for public school students.

The USDE requires all state and local education institutions to collect information on ethnicity and race for all of our students. This information is used for state and federal accountability reporting, as well as for reporting to the Office of Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC).

The federal government has developed a new standard for collecting and reporting this data in order to provide a more accurate picture of the nation's ethnic and racial diversity. These reporting categories were used in the 2000 Census.

This new standard enables our students to be identified in both ethnic and racial classifications and in more than one racial category, if applicable. In the past, enrollment forms allowed students to be identified in only one category.

Beginning with this 2009 – 2010 school year, all families of newly enrolled students and all returning students will complete a brief form to re-identify their student's ethnicity and race using the new federal standard. A separate form must be completed on each student.

There are two methods available for you to re-identify your children. Both are available in English and Spanish. Please go on line and complete this brief document. The online form is available at:

http://k-12.pisd.edu/Ethnicity_Race_English

Or

http://k-12.pisd.edu/Ethnicity_Race_Spanish

If for some reason you do not have access to a computer you may come to our office and get a raptor badge. We will have two computers available in our school library where you can go to either of the above websites and complete this required form. They will be set up for you to access these websites. If you are unable to access registration in either of the above ways you may request a paper form from our office. This must be completed and returned to Cathy Dade by October 12, 2009. We respectfully request that you try to do this on-line yourself. This will greatly help Cathy with protecting her valued time doing her job as Saigling's Secretary and Attendance Clerk. We are glad to provide this courtesy to any family that is in need of our assistance.

The state deadline for reporting this information is October 19, 2009. We will have access to running a report of our families who have and have not completed this information for the state. We will send out reminders to those of you who have not done this process. We appreciate your help in fulfilling this directive we have been given. Thank you for helping us to collect this data for the new USDE guidelines.

Respectfully,

Kellie Latimer
Saigling, Principal