

South Lyon Community Schools
Race and Ethnicity Data Collection Form

Name (PLEASE PRINT)

Date

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 American, 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 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: _____

South Lyon Community Schools

To: School Employee

From: Assistant Superintendent for Administrative Services

Re: Ethnicity and Race Data Collection Form

In 2007, the U.S. Department of Education released guidance regarding the collection and reporting of educational staff members' ethnicity and race data. All educational staff members are being asked to supply this data utilizing a two-part question format. The guidance from the U. S. Department of Education 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 the federal reporting requirements, every school district in Michigan is required to annually report employee data by ethnicity and race 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 districts in Michigan must collect student and educational staff member data using the two-part question format. In order to ensure that current employee information is accurately reported, please complete the form on the reverse side of this memo.

If you leave either **Part A** or **Part B** blank on the attached questionnaire, or refuse to self-identify, observer identification will be used.

For more information about the data reporting categories, please contact the Administrative Services Department at 248-573-8140.