

District Letterhead

To all School District Staff:

In order to comply with federal reporting requirements, every school district in Massachusetts is required to report to the Massachusetts Department of Education employee data by race and ethnicity categories on an annual basis. The MA Department of Education 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 race and ethnicity and all staff members are being asked to update their information. With the new reporting categories, individuals can identify themselves by ethnic group (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).

To update your information, please complete the enclosed form and send it to your school principal by [DATE]. If we do not hear back from you we will continue to report your current information.

For more information about the race and ethnicity data reporting categories, please see: http://www.doe.mass.edu/infoservices/data/guides/race_faq.html.

Sincerely,

[NAME OF SUPERINTENDENT]
Superintendent of Schools

Enclosure:

Name: _____ Date of Birth: _____

Please answer BOTH questions 1 and 2.

1. Are you Hispanic or Latino? (*choose only one*)

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

2. 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), and who maintains tribal affiliation or community attachment.)
- 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)

Signature: _____ Date: _____