

DENTON INDEPENDENT SCHOOL DISTRICT
Division of the Human Resources

MEMORANDUM

DRAFT

DATE: September 11, 2009
SUBJECT: Ethnicity and Race Selection
TO: Principals, Central Administrators and Building Administrators

Colleagues:

The U. S. Department of Education (USDE) has issued new guidelines requiring the collection of data on the ethnicity and race for public school students and staff.

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

Beginning with the 2009-2010 school year, all staff - members student will be required to complete a brief questionnaire to collect information on their ethnicity and race using the new federal standard. As you are aware, the Student Questionnaire was distributed with the student registration packets and had already been collected, so that part of this requirement is already satisfied.

Denton ISD is taking a pro-active approach to this data collection and has placed the staff questionnaire on our website. The Texas Public School Staff Ethnicity and Race Data Questionnaire is located as a link on the Employment TAB and on the FOR STAFF page, and is linked directly to the questionnaire.

It will take the cooperation of all the District campus, building, central administration and staff and parents to complete this project. Attached you will find sample letters to your staff. I encourage you to place these letters on your own website or forward them to your -mail list so that they are accessible to the staff electronically. For those employees without computer access, you must provide paper copies to be completed.

This letter gives specific information and establishes deadlines for completion and submission of the questionnaire. The electronic data will be collected centrally and the paper data will be returned to the campus for submission to Paul Smith, in Human Resources.

We have left some flexibility, but have coupled this with the submission of the data for the SBEC access, SBEC Profile Update, Electronic Employee Handbook Signature and AUP submissions so that it will be more convenient for our staff to complete all of these at one planning period sitting. We are requiring that all these tasks be completed by October 10, 2009.

Dennis E. Stephens
Executive Director, Human Resources