

## Federal Race/Ethnicity Classification

The U. S. Department of Education has issued guidelines requiring that ethnic and racial information for students and staff be reported to more accurately reflect the nation’s diversity. This form allows individuals to self-identify their ethnicity and race and to select more than one race and/or ethnicity. Please select all areas that pertain to your race and/or ethnicity and veteran status. Clarifying definitions are provided at the bottom of this form. **We ask your voluntary cooperation in responding to the questions below. Please return completed the form to the Human Resource Office.**

Name (Last, First, MI)	Position	Date of Birth	Last four of SID ***_**_ _____

**Part A. Are you Hispanic or Latino?**

- No, not Hispanic or Latino  
 Mexican, Mexican American, Chicano (722)                       Puerto Rican (727)  
 Cuban (709)                       Other Hispanic or Latino. Please specify: \_\_\_\_\_

The above part of the question is about ethnicity not race. **If you marked “No, not Hispanic or Latino,” please continue to answer the following** 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)**

- Black or African American (870)                       Caucasian/White (800)

**American Indian or Alaska Native**

- American Indian (597) please specify the tribe: \_\_\_\_\_  
 Other Native American. Please specify: \_\_\_\_\_  
 Aleut (941)                       Eskimo (935)

**Asian**

- Chinese (605)                       Japanese (611)                       Cambodian (604)  
 Laotian (613)                       Filipino (608)                       Vietnamese (619)  
 Korean (612)                       Other Asian. Please specify: \_\_\_\_\_

**Native Hawaiian or Other Pacific Islander**

- Native Hawaiian (653)                       Pacific Islander. Please specify: \_\_\_\_\_

**Multiple Ethnicity**

- Yes. Please Specify: \_\_\_\_\_

**Part C. Disability Status**

Do you have a disability? “Disability” means the presence of a sensory, mental, or physical impairment that: is medically cognizable or diagnosable; exists as a record or history; is perceived to exist whether or not it exists in fact.  Yes  No

- Ambulatory/mobility                       Visual                       Hearing  
 Mental Psychological                       Other (Please specify) \_\_\_\_\_

**Part D. Veteran Status**

If you are a Veteran, please check **all** boxes that apply:

- Special Disabled Veteran:** (1) A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary for a disability rated at (a) 30 percent or more, or (b)

10 or 20 percent in the case of a veteran who has been determined under section 3106 of this title to have a serious employment handicap; or (2) a person who was discharged or released from active duty because of a service-connected disability.

**Vietnam-Era Veteran:** *a person who served on active duty for a period of more than 180 days, any part of which occurred between February 28, 1961 and May 7, 1975 in the case of a veteran who served in the Republic of Vietnam or between August 5, 1964 and May 7, 1975 in all other cases AND was discharged or released from duty with other than a dishonorable discharge. The term also refers to a person who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed in the Republic of Vietnam during the same time periods listed above.*

**Other Protected Veteran:** *A veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.*

**1-3 Year Recently Separated Veteran:** Any veteran during the 1-3 year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

**Disabled Veteran:** *(i) a veteran of the U.S. Military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (ii) A person was discharged or released from active duty because of a service-connected disability.*

**Armed Forces Service Medal Veteran:** Any veteran who, while serving on active duty in the U.S. military, ground, naval or air service participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive order 12985 (61- FR 1209)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Federal Guidelines for Collecting and Reporting Race and Ethnicity

# Frequently Asked Questions

## 1. I've already provided this information, why must I provide it again?

The federal government is requiring that ethnic and racial information for all students and staff be reported in a new way in order to more accurately reflect the nation's diversity. In the past, forms for reporting race and ethnicity to the federal government allowed individuals to be identified in only one racial category. The new form enables individuals to be identified in ethnic and racial classifications and in more than one racial category.

## 2. What changes have been made and why?

Since 1977, the US Department of Education, along with the other Federal agencies, has been collecting aggregated data on race and ethnicity using five categories. In 1997, the Federal Office of Management and Budget published new revised standards for the collection of data on race and ethnicity. After considering public comments, the US Department of Education aligned its policy for collecting and reporting racial and ethnic data with the revised standards. Educational agencies are encouraged to begin the process in 2009 but are required to report using the new categories starting with the 2010-2011 school year.

The change in collecting and reporting racial and ethnic data allows individuals to self-identify their ethnicity and race, and permits individuals to select more than one race and/or ethnicity. This change allows individuals to more accurately reflect their racial and ethnic background by not limiting them to only one racial or ethnic category.

There are four major changes in the way that ethnicity and race data will be collected:

- There is now a two-part question on ethnicity and race. This allows individuals to report their heritage more accurately.
- The term "Hispanic" has been changed to "Hispanic or Latino."
- The racial category "Asian or Pacific Islander" has been separated into two new categories – "Asian" and "Native Hawaiian or Other Pacific Islander."
- Individuals will be able to select one or more races from the five racial groups.

## 3. What are the ethnicity and race categories?

**Ethnicity:** The first part of the two-part question asks whether or not the respondent is Hispanic or Latino.

**Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Race:** The second part asks the respondent to select one or more races from the following five racial groups:

**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 a 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.

## 4. What happens if I do not fill out the form?

If an employee does not fill out the form and return it, the college is still responsible for reporting information. "Race and Ethnicity unknown" will be reported for employees who do not complete and return the form.

## 5. How will the information be used?

The data with the new ethnicity/race categories will be used in the same manner that racial/ethnic data are currently used. The new categories will replace the existing categories for use in all state and federally sponsored statistical data collections that include data on ethnicity or race, such as affirmative action reports. State and local guidelines are in place to ensure that racial and ethnic data will not be reported elsewhere in a way that an individual may be identified. The college follows FERPA rules and regulations to safeguard the privacy of student records and, for employment records, none of the equal employment opportunity rules has changed. Your race and ethnicity will not be used to determine your employment status or condition.

## 6. Where can I find more information?

More information is available on the government website: <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2008802>