August 26, 2020

RE: Department of Education Office for Civil Rights Required Annual Nondiscrimination Notification

Dear CTE Directors:

As we begin preparing for the upcoming school year, I would like to take this opportunity to remind you of the requirement for distribution of the Annual Nondiscrimination Notification. This requirement is applicable to all schools receiving federal funds. Recent Methods of Administration civil rights reviews indicate several local education agencies and skill centers are not aware of this requirement and are not providing the required notice to the general public.

The guidelines require all schools receiving federal assistance to disseminate a notice prior to the beginning of each school year to the general public, notifying the community that all career and technical education opportunities will be offered without regard to race, color, national origin, sex, age, or disability. Additional protected categories may be included in the notification based on state law and local guidelines, but federal guidelines require the inclusion of the six protected categories listed in this paragraph.

The notification must:

- Be made prior to the beginning of each school year;
- Advise students, parents/guardians, employees and the general public of the policy of nondiscrimination;
- Contain an assurance that lack of English language skills will not be a barrier to admission and participation in career and technical education programs;
- Be disseminated to communities of national origin minority persons with limited English language skills in their native language;
- Provide a brief summary of program offerings;
- Provide a brief description of admission criteria; and
- Provide the name, title, office address, telephone number of the person(s) designated to coordinate Title IX, and Section 504 compliance.

A sample annual nondiscrimination notice can be found on our webpage.

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1 Guidelines for Vocational Education Programs IV-O, Title IX: 34 CFR 106.8(b), Section 504: 34 CFR 104.7(a), and Title II: 28 CFR 35.107(a)
Please note the district, middle school, high school, tribal compact school, and skill center main page websites are an accepted method to disseminate the annual nondiscrimination statement. If your service area includes a population that may be reasonably expected to not have access to the internet, you may need to take additional measures to ensure members of these communities receive the required notification. If this is the case in your community, please feel free to contact me to discuss possible additional steps that should be taken. As in previous years, local newspapers, school catalogs and newsletters mailed to all members of the community, are also acceptable methods of disbursing the notification.

Furthermore, evidence that the notification was made and that the method of distribution was sufficient to reach students, employees and members of the public should be maintained and will be required for a review.

In addition to this annual nondiscrimination notice requirement, state and federal law require school districts to provide continuous notice of nondiscrimination on any publication that is disseminated to all students, parents, employees, and others. This includes publications about CTE programs. See OSPI’s Nondiscrimination Statement webpage for sample language and additional information.

Please feel free to contact me at deifi.stolz@k12.wa.us or 360-725-6254 if you have any questions or need assistance.

Sincerely,

Deifi Stolz
Methods of Administration
Program Supervisor
Office of Superintendent of Public Instruction