



# PORTLAND PUBLIC SCHOOLS

501 N Dixon Street | Portland, Oregon 97227  
Mailing Address: PO Box 3107 | Portland, Oregon 97208-3107  
Telephone: (503) 916-3544 | FAX: (503) 916-3107

## DEPARTMENT OF HUMAN RESOURCES

Dear Staff,

For many years, school districts have been required to report race and ethnicity data about our staff to the Federal Government and, in Oregon, to the Oregon Department of Education. Beginning in 2010, the federal government has new requirements on how school districts collect, store, and report race and ethnicity data.

The government uses this data to determine our eligibility for various types of federal and state funding, to evaluate our work on behalf of student groups and to be sure we are in compliance with civil rights laws regarding students and staff. At PPS, we use this data to help track our efforts to diversify our workforce to reflect our student population.

The federal government now differentiates between ethnicity and race and asks that all employees answer two questions:

- (1) Ethnicity – Are you Latino or Hispanic?
- (2) Race – How would you describe your racial identity? Please choose one or more racial categories\*:
  - a. American Indian or Alaska Native
  - b. Asian
  - c. Black or African American
  - d. Native Hawaiian or Other Pacific Islander
  - e. White

\*The racial categories are defined by the geographic region where a person's family originated. Refer to the State/Federal Ethnicity & Race Data Collection Form on the back of this letter for definitions.

The new requirements are intended to recognize that members of Latino or Hispanic populations can be of different races and to afford people who are Latino or Hispanic the opportunity to better describe themselves according to their culture or heritage.

We are asking all staff to self-identify according to the new requirements. If you do not self-identify, federal law requires that the district designate another staff person to choose one or more categories based on prior knowledge and observation; this practice is known as Observer-Identification. We firmly believe self-identification is preferable, but are required to implement Observer-Identification as a last resort to complete a record.

We are committed to answering your questions or addressing any concerns you have. Check the HR Employee Resources page on our website for more detailed information: <http://www.pps.k12.or.us/departments/hr/3890.htm>. Please speak with Human Resources if you have further questions. Thank you for helping us to collect this new required information.

Sincerely,  
PPS Human Resources



Portland Public Schools  
State/Federal Ethnicity & Race Data Collection Form

Name \_\_\_\_\_

Employee ID# \_\_\_\_\_

**Beginning Spring 2010 there are two questions that every employee will be asked regarding Ethnicity and Race, and both questions must be answered in order for a staff record to be considered complete by the Oregon Department of Education and the Federal Government.**

**Question # 1 - Ethnicity:**

Are you Latino or Hispanic?  Yes  No

*Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.*

All persons answering "Yes" to this question will be identified as Latino or Hispanic for reporting purposes, regardless of their answer to the race question below. However, they must still answer the race question, which is required to make a record complete.

**Question #2 - Race:**

How would you describe your racial identity? Please choose one or more racial categories:

- American Indian or Alaska Native  
*Persons having origins in any of the original peoples of North and South America (including Central America) and who maintain a tribal affiliation or community attachment*
- Asian  
*Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam*
- Black or African American  
*Persons having origins in any of the original peoples of the Black racial groups of Africa*
- Native Hawaiian or Other Pacific Islander  
*Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands*
- White  
*Persons having origins in any of the original peoples of Europe, the Middle East, or North Africa*

Those who choose more than one race will be identified as "multi-racial" for reporting purposes.

If you do not self-identify, federal law requires that the district designate another staff person to choose one or more categories for you based on prior knowledge and observation; this practice is known as Observer-Identification. We firmly believe self-identification is preferable, but are required to implement Observer-Identification as a last resort to complete a record.

Please return this form to PPS Human Resources, 501 N Dixon Street, Portland, OR 97227.