



June 27, 2024

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. Methods of Administration civil rights reviews indicate several local education agencies, State-Tribal Education Compact (STEC) schools, and skill centers are not aware of this requirement.

The guidelines¹ 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;
- Provide a brief summary of program offerings;
- Provide a brief description of admission criteria;
- Provide the name, title, office address, telephone number of the person(s) designated to coordinate Title IX, and Section 504 compliance;
- Contain an assurance that lack of English language skills will not be a barrier to admission and participation in career and technical education programs; and

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)

Be disseminated to communities of national origin minority persons with limited English language skills in their native language

A sample [Annual Nondiscrimination Notice](#) can be found on our webpage.

Please note the district, middle school, high school, STEC, and skill center main homepages are an accepted method to disseminate the annual nondiscrimination statement. Local newspapers, school catalogs and newsletters mailed to all members of the community, are also acceptable methods of disbursing the notification, as long as they are distributed prior to the beginning of the school year.

If your service area includes a population that may lack internet access, 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.

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, state and federal law require school districts/STECs/skill centers 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 if you have any questions or need assistance.

Sincerely,

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