

PERSONNEL RECORDS
(Ethnicity and Race Staff Self-Identification Form)

The district is requesting that all employees complete this form. **Completion of this form is voluntary.** The district is required to submit an aggregate report on the ethnicity and race of all employees in the district. The most accurate information comes from you. If this form is not completed, the district will be forced to assign each employee to an ethnicity and race category based on whatever information the district has available, including visual observation.

Collection of this information is authorized by federal law, and the information collected will be used to satisfy federal and state reporting requirements. All information provided will be kept confidential in accordance with law. To the extent possible, this information will not be seen by district employees who make decisions about hiring, termination, discipline or promotion except with the employee's consent or as otherwise authorized or required by law.

Employee's Name: _____

Social Security Number: _____

Instructions: Please answer both questions.

Question 1—Ethnicity (Choose only one):

Are you Hispanic or Latino?

- Yes, Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South American, Central American or other Spanish culture or origin, regardless of race)
- No, not Hispanic or Latino

Question 2—Race (Choose one or more):

What is your race?

- American Indian or Alaska Native (a person having origins in any of the original peoples of North America or South America, including Central America, and who maintains 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)