



**2016-2017**  
**Texas Education Data Standards (TEDS)**

**Appendix F**  
**Supplemental Information for Ethnicity and Race Data Reporting**

Post-Addendum Version 2017.A.2.1  
October 14, 2016

## Table of Contents

Table of Contents ..... i  
    Summary of Requirements ..... 1  
    Collecting the Information..... 2  
    USDE Ethnicity and Race Reporting Standards..... 3  
    Exhibit 1A Student/Staff Ethnicity and Race Data Questionnaire in English ..... 4  
    Exh ..... 5

## Summary of Requirements

1. The USDE requires that ethnicity and race be collected separately using a specific two-part question, presented in a specific order. Both parts of the question must be answered.

**Part 1. Ethnicity: Is the person Hispanic/Latino?** Choose only one.

- Hispanic/Latino  
 Not Hispanic/Latino

**Part 2. Race: What is the person's race?** Choose one or more regardless of ethnicity.

- a. American Indian or Alaska Native  
 b. Asian  
 c. Black or African American  
 d. Native Hawaiian/Other Pacific Islander  
 e. White

2. Respondents may select only one category for ethnicity, but may select multiple designations for race.
3. The categories for ethnicity are “Hispanic/Latino” and “Not Hispanic/Latino”. Regardless of the category selected for ethnicity, respondents must still select one or more categories for race.
4. One of the major changes is the recognition that members of Hispanic populations can be of different races. The federal government would like to afford Hispanic/Latino populations the opportunity to better describe themselves according to their culture and heritage.
5. An additional category for race was created by separating “Asian or Pacific Islander” into two separate categories. The categories for race include “American Indian or Alaska Native”, “Asian”, “Black or African American”, “Native Hawaiian or Other Pacific Islander”, and “White”. Note that Hispanic/Latino is not a racial category.
6. The categories to be used when reporting aggregate data to the USDE differ from the categories to be used for data collection. Each student or staff member is associated with only one of the seven aggregate reporting categories listed below. Use of these seven categories for aggregate reporting eliminates the possibility of counting an individual twice.
  - Hispanic/Latino
  - American Indian or Alaska Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - White
  - Two or More Races

Respondents who select “Hispanic/Latino” for ethnicity will be counted in this category for aggregate reporting to the USDE, regardless of the responses provided to the question on race.

Respondents who select “Not Hispanic/Latino” for ethnicity, and select more than one category for race, will be counted in the category “Two or More Races” for aggregate reporting to the USDE.

Respondents, who select “Not Hispanic/Latino” for ethnicity, and select only one category for race, will be counted in the single racial category for aggregate reporting to the USDE.

7. Educational institutions must retain all original, individual responses for a minimum of 3 years, unless there is litigation, a claim, an audit, investigation or other action involving the records that has commenced before the three-year period ends, in which case the responses must be retained until the action is complete.

### **Collecting the Information**

Self-identification by an individual staff member, or by the parent or guardian in the case of a student, is the preferred method for collecting information on ethnicity and race. The most important guidance for self-identification is that the information should be based solely on the choice of the respondent as to the racial and ethnic groups with which they personally identify. In the event that there appears to be a question as to which ethnic or racial category is most appropriate, the respondent should select the category with which they personally identify. Any attempt to validate the individual's selections should be avoided.

The Texas Education Agency has requested and received additional clarification from the USDE on the definition of American Indian or Alaska Native. Based on the information we have received, an individual does not have to be a tribal member in order to select this option.

To ensure uniformity, TEA has developed a standard form for use by all districts in collecting ethnicity and race information. Please see Exhibit 1A for the English version and Exhibit 1B for the Spanish version.

#### **For Students**

**Upon enrollment in a school district or charter school, all families must be given an opportunity to identify ethnicity and race information for their school aged children.** The district should request that a student's parent or guardian identify the student's ethnicity and race. However, the parent or guardian is not required to provide this information; nor is it a requirement for enrolling the student. If the parent or guardian declines to provide the information, the USDE requires that the school district employ observer identification as a last resort to gather this information for federal reporting.

#### **For Staff**

**Upon employment, all staff persons must be given an opportunity to identify their ethnicity and race information.** The district should request that individuals self-identify their own ethnicity and race. If a person declines to provide the information, the district is required to employ observer identification as a last resort to gather this information.

## USDE Ethnicity and Race Reporting Standards

As of December 2007, state and local education organizations are required to adopt the federal standard for collecting race and ethnicity data for students and staff. Below are the reporting standards.

<b>Federal Standards (1997)</b>
<b>Ethnicity Category</b>
Individuals are now asked to choose an ethnicity (Hispanic/Latino or Not Hispanic/Latino) as the first part of a 2 part question, as well as race(s).
<b>Race Category</b>
American Indian or Alaska Native
Asian
Native Hawaiian or Other Pacific Islander
Black or African American
White
<b>Individual Data Collection Format</b>
Respondents are asked to select both an ethnicity and 1 or more of the above 5 racial categories. (Hispanic/Latino is considered an ethnicity, not a race category.)
A 2 part question is mandatory, with the ethnicity part asked first.
<b>Ethnicity</b> (Choose one): <ul style="list-style-type: none"> <li>• Hispanic/Latino</li> <li>• Not Hispanic/Latino</li> </ul>
<b>Race</b> (Choose 1 or more, regardless of ethnicity) <ul style="list-style-type: none"> <li>• American Indian or Alaska Native</li> <li>• Asian</li> <li>• Native Hawaiian or Other Pacific Islander</li> <li>• Black or African American</li> <li>• White</li> </ul>
<b>Minimum Federal Reporting Categories</b>
Each student or staff member is associated with exactly 1 of the 7 aggregate reporting categories. <ul style="list-style-type: none"> <li>• Hispanic/Latino</li> <li>• American Indian or Alaska Native</li> <li>• Asian</li> <li>• Native Hawaiian or Other Pacific Islander</li> <li>• Black or African American</li> <li>• White</li> <li>• Two or more races</li> </ul>
<b>Missing Information</b>
Individuals (or students' parents) are asked to self-identify themselves. Observer identification is required if individuals decline to choose a race/ethnicity.
<b>Record Keeping</b>
Three years. However, if there is litigation, a claim, an audit, or another action involving the records, original responses must be retained until the completion of the action.

**Exhibit 1A Student/Staff Ethnicity and Race Data Questionnaire in English**

**Texas Education Agency  
Texas Public School Student/Staff Ethnicity and Race Data Questionnaire**

The United States Department of Education (USDE) requires all state and local education institutions to collect data on ethnicity and race for students and staff. This information is used for state and federal accountability reporting as well as for reporting to the Office of Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC).

School district staff and parents or guardians of students enrolling in school are requested to provide this information. If you decline to provide this information, please be aware that the USDE requires school districts to use observer identification as a last resort for collecting the data for federal reporting.

Please answer both parts of the following questions on the student’s or staff member’s ethnicity and race. *United States Federal Register (71 FR 44866)*

**Part 1. Ethnicity: Is the person Hispanic/Latino? (Choose only one)**

- Hispanic/Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Not Hispanic/Latino**

**Part 2. Race: What is the person’s race? (Choose one or more)**

- 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.

\_\_\_\_\_  
Student/Staff Name (please print)

\_\_\_\_\_  
(Parent/Guardian)/(Staff) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student/Staff Identification Number

This space reserved for Local school observer – upon completion and entering data in student software system, file this form in student’s permanent folder.

Ethnicity – choose only one:

\_\_\_\_\_ Hispanic / Latino

\_\_\_\_\_ Not Hispanic/Latino

Race – choose one or more:

\_\_\_\_\_ American Indian or Alaska Native

\_\_\_\_\_ Asian

\_\_\_\_\_ Black or African American

\_\_\_\_\_ Native Hawaiian or Other Pacific Islander

\_\_\_\_\_ White

\_\_\_\_\_  
Observer signature:

\_\_\_\_\_  
Campus and Date:

**Exhibit 1B Student/Staff Ethnicity and Race Data Questionnaire in Spanish**

**Agencia de Educación de Texas**

**Cuestionario de Información de Datos Raciales y de Etnicidad de Estudiantes/Miembros de Personal de las Escuelas Públicas de Texas**

El Departamento de Educación de Estados Unidos (USDE) requiere que todas las instituciones estatales y locales de educación, recopilen datos sobre etnicidad y raza de los estudiantes y de miembros de personal. Esta información es utilizada para los reportes estatales y federales así como para reportar a la Oficina de Derechos Civiles (OCR) y a la Comisión de Igualdad en el Empleo (EEOC).

Al personal del distrito escolar y los padres o representante legal de estudiantes que deseen matricularse en la escuela, se le requiere proporcionar esta información. Si usted rehúsa proporcionarla, es importante que sepa que el USDE requiere que los distritos escolares usen la observación para identificación como último recurso para obtener estos datos utilizados para reportes federales.

Favor de contestar ambas partes de las siguientes preguntas sobre la etnicidad y raza del estudiante así como del miembro de personal. Registro Federal de Estados Unidos (71 FR 44866).

**Parte 1. Etnicidad: ¿Es la persona Hispana/Latina? (Escoja solo una respuesta)**

- Hispano/Latino** – Una persona de origen cubano, mexicano, puertorriqueño, centro o sudamericano o de otra cultura u origen español, sin importar la raza.
- No Hispano/Latino**

**Parte 2. Raza. ¿Cuál es la raza de la persona? (Escoja uno o más de uno)**

- Indio Americano o Nativo de Alaska** – Una persona con orígenes o de personas originarias de Norte y Sudamérica (incluyendo América Central), y que mantiene lazos o apego comunitario con una afiliación de alguna tribu.
- Asiático** – Una persona con orígenes o de personas originarias del Lejano Este, Sureste de Asia o el subcontinente indio, incluyendo, por ejemplo a Cambodia, China, India, Japón, Corea, Malasia, Pakistán, las Islas Filipinas, Tailandia y Vietnam.
- Negro o Africano-Americano** – Una persona con orígenes de cualquier grupo racial negro de África.
- Nativo de Hawai u otras islas del pacífico** – Una persona con orígenes o de personas originarias de Hawai, Guam, Samoa u otras Islas del Pacífico.

**Blanco** – Una persona con orígenes de personas originarias de Europa, el Medio Este o el Norte de África.

Nombre del Estudiante/Miembro de Personal  
(por favor use letra de imprenta)

Firma (Padre/Representante legal)  
/(Miembro de personal)

Número de Identificación del  
Estudiante/Miembro del personal

Fecha

This space reserved for Local school observer – upon completion and entering data in student software system, file this form in student’s permanent folder.

Ethnicity – choose only one:  
 Hispanic / Latino  
 \_\_\_\_\_ Not Hispanic/Latino

Race – choose one or more:  
 American Indian or Alaska Native  
 \_\_\_\_\_ Asian  
 \_\_\_\_\_ Black or African American  
 \_\_\_\_\_ Native Hawaiian or Other Pacific Islander  
 \_\_\_\_\_ White

Observer signature:

Campus and Date:

