



Scheduling/Reporting
Ethnicity White Not of Hispanic Origin (W) ▼

Be sure to click **Submit** at the bottom to register your entries.

As far as we know there is not any edit – cross checking between the 3 areas. We have not seen anything that would prevent someone from making completely different entries on a student. We do not really see this as a problem, just wanted to make you aware of it.

Coding Race – Ethnicity on Staff Members

****** DOES NOT GO INTO AFFECT UNTIL THE 2010-2011 SCHOOL YEAR ******

Essentially the same 3 areas exist for staff members as well, and the instructions given above applying to both.

To update a staff member –

1. Click the **Staff** Link on left side
2. Locate the Teacher – Staff Member
3. Click on the **Edit Information** link for that Staff Member
4. Complete the 3 areas as described above
5. Be sure to click **Submit**

Federal Ethnicity and Race

Ethnicity **Is the staff member Hispanic or Latino?** Yes No

Race **What is the staff member's race?**

| | |
|---|---|
| <input checked="" type="checkbox"/> (W) White | <input type="checkbox"/> (B) Black or African American |
| <input type="checkbox"/> (A) Asian | <input type="checkbox"/> (I) American Indian or Alaska Native |
| <input type="checkbox"/> (P) Native Hawaiian / Other Pac Islander | |

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