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ethnicity can be included. **Currently this field most likely holds the ethnicity code previously assigned to the student- prior to this version.**

This provides the user with a drop down – allowing them to select the one ethnicity to be used for this student – these purposes.

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

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

So far, we have not seen any edit – cross checking between the 3 areas. By this we are saying 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 !!!!**

The same 3 areas exist for Staff Members as well with 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**



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**Federal Ethnicity and Race**

Ethnicity	Is the staff member Hispanic or Latino?	<input type="radio"/> Yes	<input checked="" type="radio"/> 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		
Reporting Ethnicity	White Not of Hispanic Origin (W) ▼		