

Changes in Federal Collecting and Reporting Requirements for Race/Ethnicity Q&A

General Information	
Question	Answer
Who has issued the new guidelines regarding race and ethnicity data collections and reporting?	The U.S. Department of Education gave final guidance in December 2007. The North Carolina Department of Public Instruction (NCDPI) shared information with the Wake County Public School System (WCPSS) in June 2009. These changes are in line with the 2000 and 2010 data gathered by the U.S. Census Bureau.
When is new reporting going into effect?	Effective for the 2010-11 school year for students and staff in public schools for all states.
Why were the new categories developed by the federal government?	To generate more detail about the ethnic and racial diversity of our nation. For example, Multi-Racial students can now identify the different parts of their heritage, Hispanic/Latino ethnicity is now treated separately from racial background, and the former " Asian or Pacific Islander " category has been split.
How was the identification done in the past?	Student and staff identification was limited to only one choice of race and ethnicity: Asian, Black, Hispanic, Am. Indian, White, Multi-Racial.
How is the identification going to be different beginning in 2010-11 school year?	Students and staff will now be able to identify with racial classifications of more than one category. The question about race is now two questions related to ethnicity and race. Part 1. ETHNICITY (check one): <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino Part 2. RACE (check all that apply): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
What happens if a family refuses to re-identify?	If family chooses not to answer, identification must be "provided by an 'observer'".
Is the Race and Ethnicity data going to be used by the federal government in a different way?	Race and Ethnicity data will continue to be used by the federal government in the same manner as it was in the past. The only change will be from the old categories to the new categories for race and ethnicity.

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How have Reporting Requirements Changed?	<p>TABLE 1: COMPARISON CHART</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px auto;"> <thead> <tr> <th style="width: 33%; padding: 5px;">OLD REPORTING STANDARDS</th> <th style="width: 33%; padding: 5px;">NEW REPORTING STANDARDS</th> <th style="width: 33%; padding: 5px;">COMPARISON</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">American Indian or Alaskan Native</td> <td style="padding: 5px;">Race: American Indian or Alaska Native</td> <td style="padding: 5px;">Same definition.</td> </tr> <tr> <td style="padding: 5px;">Asian or Pacific Islander</td> <td style="padding: 5px;">Race: Asian and Race: Native Hawaiian or Other Pacific Islander</td> <td style="padding: 5px;">Separated into two categories: <ul style="list-style-type: none"> • Asian • Native Hawaiian or Other Pacific Islander </td> </tr> <tr> <td style="padding: 5px;">Black, Non-Hispanic</td> <td style="padding: 5px;">Race: Black or African American</td> <td style="padding: 5px;">Same definition.</td> </tr> <tr> <td style="padding: 5px;">Hispanic</td> <td style="padding: 5px;">Ethnicity - Hispanic or Latino</td> <td style="padding: 5px;">Individuals now choose an ethnicity in addition to choosing one or more races.</td> </tr> <tr> <td style="padding: 5px;">Multiracial</td> <td></td> <td style="padding: 5px;">Multiracial category is no longer needed. Individuals choose more than one race, if appropriate.</td> </tr> <tr> <td style="padding: 5px;">White, Non-Hispanic</td> <td style="padding: 5px;">Race: White</td> <td style="padding: 5px;">Same definition.</td> </tr> </tbody> </table>		OLD REPORTING STANDARDS	NEW REPORTING STANDARDS	COMPARISON	American Indian or Alaskan Native	Race: American Indian or Alaska Native	Same definition.	Asian or Pacific Islander	Race: Asian and Race: Native Hawaiian or Other Pacific Islander	Separated into two categories: <ul style="list-style-type: none"> • Asian • Native Hawaiian or Other Pacific Islander 	Black, Non-Hispanic	Race: Black or African American	Same definition.	Hispanic	Ethnicity - Hispanic or Latino	Individuals now choose an ethnicity in addition to choosing one or more races.	Multiracial		Multiracial category is no longer needed. Individuals choose more than one race, if appropriate.	White, Non-Hispanic	Race: White	Same definition.
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How is WCPSS going to meet the new requirements?	<ul style="list-style-type: none"> ▪ WCPSS and other Local Education Agencies (LEAs) must conduct a “re-identification process”. ▪ Growth and Planning and Student Information Services have developed procedures and system upgrades to support schools. ▪ All departments must evaluate impact of changes in student and staff reporting. ▪ Human Resources (HR) and Technology Services have established reporting procedures for employees. 																						

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Detailed Information about WCPSS Student Data Collection and Entry	
Data Sheet Question	Data Sheet Answer
Why has the Data Sheet Form changed?	<p>Due to changes in federal and state reporting requirements for reporting student race and ethnicity information, WCPSS must give families the opportunity to update their children's demographic information. The new data collection became effective January 4, 2010.</p> <p>For example, multi-racial students can now identify the different parts of their heritage, Hispanic/Latino ethnicity is now treated separately from racial background, and the former "Asian or Pacific Islander" category has been split. These changes are in line with the 2000 and 2010 U.S. Census Bureau.</p>
How has the Data Sheet Form changed?	<p>The revised Data Sheet is different in only one way--the question about race is now two questions related to ethnicity and race. We are now required to ask parents whether or not their child is Hispanic/Latino. In addition, parents may select more than one of the five racial groups listed.</p> <p>ETHNICITY (check one): <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino</p> <p>RACE (check all that apply): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White</p>
Is there any definition of the Race categories?	<p>A <i>GUIDANCE FOR REPORTING RACE AND ETHNICITY</i> document, prepared by NCDPI, describing Race Geographic Locations and Ethnicity Ancestry Groups is attached.</p>
When to use new Data Sheets?	<p>Schools will collect and store new data:</p> <ul style="list-style-type: none"> • For the pre-registration of kindergarten, siblings, and other new students for the next school year (2010), and • For the enrollment of new students into the current school year (2009), starting January 1, 2010.
Where to find copies of the Data Sheets?	<p>The English and Spanish versions of the new Data Sheet are posted on the WCPSS Blackboard as PDF files. Samples are attached.</p>

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Data Entry Question	Data Sheet Entry Answer
Where do Data Managers store new data?	<ul style="list-style-type: none"> • In the Mainframe and the NC WISE applications, using the old/existing race/ethnicity coding system, until modified versions of applications are developed (July 2010 timeframe), and • In a separate web-based application at https://uers.ncwise.wcpss.net.
How should Data Managers code new Race/Ethnicity data in the Mainframe and NC WISE until July 2010?	<p>Using the following rules:</p> <ul style="list-style-type: none"> • If a parent indicates the student is Hispanic/Latino on the Ethnicity question, then code the student HISP and ignore whatever is checked under the Race question. • If the parent indicates Not Hispanic/Latino and checks more than one of the Race boxes, then code the student MULT. • If the parent indicates Not Hispanic/Latino and checks Native Hawaiian or Other Pacific Islander, then code the student ASIA • If the parents indicates Not Hispanic/Latino and checks American Indian or Asian or Black or White then use the existing codes for those four groups--AMIN, ASIA, BLCK, WHITE . <p>A table with the same instructions is attached.</p>
What is the Purpose of the newly developed Online Race/Ethnicity Data Entry Application at https://uers.ncwise.wcpss.net ?	<p>A separate web-based application tool was developed for data managers to enter collected Race/Ethnicity data and ready it for loading it into a new NC WISE application.</p> <p>The system is currently ready for data managers to enter information for both race and ethnicity that is being collected on the new student Data Sheet form for newly registered students and new students pre-registering for next year. This application will be used to temporarily store new race/ethnicity student data. The functionality to record both ethnicity and race will be added to the WCPSS hosted NC WISE application for the 2010/11 school year.</p>
Why does the new data collection system have two modules?	<p>The data collection system, which is accessed through the UERS website, provides us with a way to capture the information during the next several months so that it is available to load into NCWISE prior to the beginning of the 2010-11 school year.</p> <p>Please note that there are two modules in the system: one for entering data for currently registered students who are active in NCWISE and one for entering data for pre-registered students who are in our mainframe AIS database but are not in NCWISE.</p>
What is the Purpose of the Manual?	<p>A Manual was developed to provide instructions to data managers for using the Race/Ethnicity Data Entry Application, accessible at the UERS website at https://uers.ncwise.wcpss.net. This short manual explains the system that will be used to capture the new race and ethnicity data required for the coming school year. A copy is attached.</p>

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Where do I find the Manual?	Check the Growth and Planning Blackboard website.
Who do I Contact for Assistance?	<ul style="list-style-type: none"> • For questions or concerns, please contact the Growth Management Senior Administrator who is assigned to your school, or send • Email to studentassignment@wcpss.net . • For assistance to address login or other technical issues, please contact the Help Desk at 664-5700.
General Information about WCPSS Student Re-identification Process	
Who are participants in the WCPSS Student Re-identification Process?	Students in grades Pre-K to 11 – who will be in WCPSS in the 2010-11 school year.
What is the schedule for the survey?	First pass - March 2010, with a follow-up survey in April 2010 for students that do not respond to the first effort.
How are students going to be notified?	The survey form and a Superintendent letter will be distributed to students by schools.
How is survey data going to be stored?	<ul style="list-style-type: none"> • For pre-K to 7th grade students, data managers will enter information into the Race/Ethnicity Data Entry Module at https://uers.ncwise.wcpss.net. • Information for 8th to 11th grade students will be collected through SPAN module into the same database as for pre-K to 7th graders, during their online course registration for the next year..
Detailed Information about WCPSS Student Re-identification Process	
Question	Answer
What constitutes a survey document?	For each student, one piece of paper is prepared and printed with the survey form on one side, and the letter from Dr. Burns on the other side (documents attached).
Is the survey form going to be pre-filled?	The student form will be pre-filled with the following information (example attached): Student Information: NC WISE ID, Name (Last, First), Grade, Track, Homeroom, Current Race (1-6 Codes), and School Information: Code, Name
Is there a Spanish version?	In addition to the English version of the documents, students with home language code “045” will receive Spanish copies as well (form and letter attached).

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Detailed Information about WCPSS Student Re-identification Process	
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Will surveys be delivered to school?	Pre-filled survey forms (English and Spanish versions) will be delivered to schools, sorted by homerooms, in the last week of February.
Who will distribute surveys to the students?	Schools will distribute documents to students in a way that works best for the school.
What are the deadlines for collecting the information?	<ol style="list-style-type: none"> 1. Parents of the Pre-K to 7th grade students will be asked to return completed survey forms to their school by March 19th (taking into consideration track-out dates in March). 2. Rising 8th grade students' and current 9th to 11th grade students' information will be collected through SPAN during their on-line course registration process for next year, by March 31st, 2010 (screen shots attached).
What will be done with the forms when they are returned? <ol style="list-style-type: none"> 1. Forms of the Pre-K to 7th grade students: 2. Forms of rising 8th grade students and current 9th to 11th grade students: 	Data Entry <ol style="list-style-type: none"> 1. Data Managers will enter collected information into a newly developed Race/Ethnicity Data Entry online module at https://uers.ncwise.wcpss.net, by March 31st. 2. Data will be collected through SPAN by March 31st and stored in a centralized database accessible through the online Race/Ethnicity Data Entry module at https://uers.ncwise.wcpss.net.
What to do with the paper forms once the data is entered into the system?	Please keep them at least until the new data is loaded into modified NC WISE application at the beginning of the 2010-11 school year (July 2010), to avoid surveying students again, if needed.

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<p>What happens if some students/parents do not return the survey the first time?</p>	<p>A follow-up survey will be conducted, in the same way, for a subgroup of students who did not return the form the first time, or the survey form was incomplete. This will be done from April 12th to April 30th. The same applies to 8th to 11th grade students who did not enter information through SPAN application:</p> <ul style="list-style-type: none"> • Only students of the three "targeted" groups (Hispanics, Multi-Racial, and Asian/Pacific Islanders) will be surveyed again. • For students of Black, White, and American Indian race, the Technology Services will copy the current race information and add the Non-Hispanic ethnicity into the database.
<p>Detailed Information about WCPSS Student Re-identification Process</p>	
<p>Question</p>	<p>Answer</p>
<p>What happens if a form returned by March 19th is incomplete?</p>	<ul style="list-style-type: none"> • If a parent refuses to re-identify the race and ethnicity of the student by signing that at the bottom of the form, an "Observer" needs to identify at that time: Principal, Data Manager – it's up to the school to decide who is going to complete and sign the form. • If a parent verified the information by signing the form but the form is returned incomplete, do not attempt to enter information into the database because it won't accept incomplete information. Put the form aside as incomplete.
<p>What happens if a "follow-up" form returned by April 30th is incomplete?</p>	<ul style="list-style-type: none"> • If a parent refuses to re-identify the race and ethnicity of the student by signing that at the bottom of the form, an "Observer" needs to identify at that time: Principal, Data Manager – it's up to the school to decide who is going to complete and sign the form. • If a parent verified the information by signing the form but it's returned incomplete again, an "Observer" needs to identify at that time: Principal, Data Manager – it's up to the school to decide who is going to complete and sign the form.
<p>What happened with the questions/suggestions regarding the online Race/Ethnicity Data Entry module at https://users.ncwise.wcpss.net?</p>	<p>Your suggestions were forwarded to the Technology Services for their consideration, on January 25, 2010. If you have a technical question with the application, please submit a heat ticket.</p>

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Detailed Information about WCPSS Student Re-identification Process	
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How long will the new Race/Ethnicity Data Entry module at https://users.ncwise.wcpss.net be operational?	This separate web-based application tool has been developed for data managers to enter collected Race/Ethnicity data and ready it for loading it into a new NC WISE application. This application will be used to temporarily store new race/ethnicity student data until modified NC WISE is installed when the functionality to record both ethnicity and race will be added to the WCPSS hosted NC WISE application for the 2010-11 school year.
What is the purpose of the new Race/Ethnicity Data Entry module at https://users.ncwise.wcpss.net ?	The new Race/Ethnicity Data Entry module already in operation has been developed for two reasons: <ul style="list-style-type: none"> • To store the required race/ethnicity data for new WCPSS students enrolling into the current 2009/10 school year, and for the pre-registration of kindergarten, siblings, and other new students for the next 2010/11 school year. Data needs to be entered from the revised Data Sheet, now being used to collect the new demographic information since January 4, 2010. • To store results of the race/ethnicity re-identification survey for all currently enrolled students, planned to be conducted this spring.
How to get the Manual for the new Race/Ethnicity Data Entry module at https://users.ncwise.wcpss.net ?	<ul style="list-style-type: none"> • A copy of the Manual (PDF format) was emailed to all data managers on February 4th, 2010. • It is also posted to the Growth and planning Blackboard site.
What if I have some additional questions?	<ul style="list-style-type: none"> • Technical questions - Please submit a heat ticket for any technical questions with the application. • Business questions – Please contact your Growth Management Senior Administrator. • Parent contact: Please call your school, or call Growth and Planning at 919-850-1921. • General Information - Please visit the North Carolina Department of Public Instruction's website at http://dpi.state.nc.us/data/management/raceethnicity/faqs, and • WCPSS website's Demographics Resource Center at www.wcpss.net/demographics.