

Annual Notice of Nondiscrimination

What are the requirements of an Annual Notice of Nondiscrimination?

An Annual Notice of Nondiscrimination is a specific requirement of the Methods of Administration guidelines that is unique to Local Education Agencies (LEAs) that offer Career and Technical Education.

Annual Notices must include **three basic elements**:

1. *Statement specifying the bases for nondiscrimination, which must specifically include race, color, national origin, sex, and disability. Please note that an LEA can add additional categories and bases for nondiscrimination, but must include these five.*
2. *Brief Summary of program offerings and admissions criteria.*
3. *Names or titles, addresses, telephone numbers, and email addresses of the Title IX and Section 504 coordinators.*

Additional requirements:

- Target audience: Students, parents, employees, and the general public.
- Frequency of publication: Prior to the beginning of the school year, no earlier than July 1.
- Publication examples: Website, radio announcement, newspaper.

Does a district need to provide the Annual Notice of Nondiscrimination in other languages?

If the service area contains a community of national origin minority persons with limited English language skills, the school must:

- Publish the notice for that community in the appropriate language(s).
- State that subrecipients will take steps to ensure that a person's lack of English language skills will not be a barrier to admission and participation.

Sample Notice

It is the policy of (name of LEA) not to discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities.

(LEA) will take steps to ensure that a person's lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. The following person(s) has been designated to coordinate Title IX and Section 504 compliance:

(Name or Title)

(Address)

(Telephone number)

(Email)

(LEA) offers the following Career and Technical Education programs that have the indicated enrollment requirements for these programs:

<i>Programs:</i>	<i>Admissions Criteria</i>