



August 1, 2017

Ref: 18-32-19

Dear Colleagues,

As we begin preparing for the coming school year, I would like to take this opportunity to remind you of the requirement for an Annual Public Notice of Career and Technical Education Opportunities, applicable to all schools receiving federal funds. Recent civil rights reviews indicate that many institutions are not aware of this requirement and are not providing the required notice to the general public.

The guidelines<sup>1</sup> require all career and technical colleges receiving federal assistance to disseminate a notice prior to the beginning of each school year to the general public notifying the public that all career and technical education opportunities will be offered without regard to *race, color, religion, national origin, sex, age, or disability*.

The notification must:

- Be made prior to the beginning of each school year;
- Advise students, parents/guardians, employees and the general public of the policy of nondiscrimination;
- Contain an assurance that lack of English language skills will not be a barrier to admission and participation in career and technical education programs;
- Be disseminated to communities of national origin minority persons with limited English language skills in their native language;
- Provide a brief summary of program offerings;
- Provide a brief description of admission criteria; and
- Provide the name, title, office address, telephone number of the person(s) designated to coordinate Title IX and Section 504 compliance.

Local newspapers, school catalogs and newsletters mailed to members of the community, bulletins, memoranda, and the college websites are acceptable methods of disbursing the notification. Please note that evidence that the notification was made and that method of distribution was sufficient to reach students, employees and members of the public should be maintained and will be required for a review.

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<sup>1</sup> Title IX: 34 CFR 106.8(b), Section 504: 34 CFR 104.7(a), and Title II: 28 CFR 35.107(a) Guidelines IV-O

In addition to the requirement for the annual non-discrimination notice, Department of Education's Office of Civil Rights (OCR) requires all non-discrimination notices include the name, office location, and phone number for individuals tasked with ensuring compliance with Title IX and disability regulations. They suggest including an email address, however at this time, it is not required. On printed material, using the title of the individual charged with these tasks is acceptable, however OCR requires individuals in charge of ensuring compliance be identified by name on websites as changing this information is not costly or time-consuming.

Please feel free to contact me at (360) 704-4389 or [mjacobs@sbctc.edu](mailto:mjacobs@sbctc.edu) if you have any questions or if I can be of any assistance.

Sincerely,

*Maryam A. Jacobs*

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Methods of Administration Coordinator