



August 10, 2023

Ref: 23-32-34

**Re: Department of Education Required Annual Non-Discrimination Notification**

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 distribution of an Annual Public Notice of Career and Technical Education Opportunities. This requirement is applicable to all colleges in Washington State.

The guidelines<sup>1</sup> require all colleges with career and technical programs receiving federal assistance to disseminate a notice *prior* to the beginning of each school year to the general public, notifying the community that all career and technical education opportunities will be offered without regard to race, color, national origin, sex, age, or disability. Additional protected categories may be included in the notification based on state law and local guidelines, but federal guidelines require the inclusion of the five protected categories listed previously in this paragraph.

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;
- Provide a brief summary of program offerings;
- Provide a brief description of admission criteria;
- Provide the name, title, office address, telephone number and electronic mailing address of the person(s) designated to coordinate Title IX, and Section 504 compliance coordinators;
- Contain an assurance that lack of English language skills will not be a barrier to admission and participation in career and technical education programs; and
- Be disseminated to communities of national origin minority persons with limited English language skills in their native language;

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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

**Please note the college website is now an accepted method to disseminate the annual statement. If the notice is posted to your main website on a continual basis, please do not forget to verify all information on the notice is current.**

**In addition, all nondiscrimination notices must now include the electronic mailing address of the college's Title IX and Section 504 coordinator.**

If you are posting the notice on your website and your service area includes a population that may be reasonably expected to *not* have access to the internet, you may need to take additional measures to ensure members of these communities receive the required notification. If this is the case in your community, please feel free to contact me to discuss possible additional steps that should be taken. As in previous years, local newspapers, school catalogs and newsletters mailed to all members of the community are also acceptable methods of disbursing the notification as long as they are distributed prior to the beginning of the school year. Please note evidence that the notification was made and that the method of distribution was sufficient to reach students, employees and members of the public should be maintained and will be required during civil rights reviews.

Please feel free to contact me at (253) 691-7618 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*

Maryam Jacobs, CPA, CFE  
Methods of Administration Coordinator