



August 18, 2024

Ref: 24-32-36

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

The guidelines¹ 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, or disability. Additional protected categories may be included in the notification based on state law and local guidelines, but federal guidelines only 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 address² of the person(s) designated to coordinate Title IX, and Section 504 compliance coordinators. The Title IX coordinator must specifically cited (must use the phrase Title IX³;
- 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

¹ 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

² New requirement based on 2020 Title IX revised regulations.

³ New requirement beginning in the 2022-23 academic year.

- Be disseminated to communities of national origin minority persons with limited English language skills in their native language.

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

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 must take additional measures to ensure members of these communities receive the required annual notification in their native language. If this is the case in your community, please feel free to contact me to discuss 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. Do not forget to maintain evidence that the notice was distributed for your records and in the event of a review.

As always, please feel free to contact me at (253) 691-7618 or mjacobs@sbctc.edu if you have any questions or if I can be of any assistance.

Regards,

Maryam A. Jacobs

Maryam Jacobs, CPA, CFE
Methods of Administration Coordinator