

Race/Ethnicity Data Collection Policy

SUN Community Schools

Effective July 1, 2013 the Multnomah County Department of County Human Services will begin collecting race/ethnicity data in accordance with a new policy. Clients will still self-identify their race and/or ethnicity. Under the new policy clients will now be able to identify multiple identities, and the policy offers more flexibility to clients.

As of July 1 registration forms must reflect the new list of inclusive identities that clients are able to select. You will note that the new method of data collection does not distinguish between race and ethnicity and includes the additional categories of African, Middle Eastern, and Slavic. Please note that clients selecting Latino/Hispanic will be reported as Hispanic and clients who do not have Latino/Hispanic entered will be reported as non-Hispanic.

What is your race or origin? Mark as many boxes as apply.

- | | |
|---|--|
| <input type="checkbox"/> African | <input type="checkbox"/> Native American or Alaska Native |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian or Pacific Islander |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Slavic |
| <input type="checkbox"/> Latino/Hispanic | <input type="checkbox"/> White |
| <input type="checkbox"/> Middle Eastern | <input type="checkbox"/> Decline to Answer |

Many SUN Community Schools sent out registration forms for Summer 2013 before 7/1/13 and were not able to include the new inclusive list of identities. If your Summer 2013 registration forms collect race and ethnicity utilizing the previous method, you should enter your data into ServicePoint using the same method you were using during the 2012-13 School Year.

If your Summer 2013 registration form looks something like this:

School-Year 2012-13

Race:	<input type="checkbox"/> Native American/ Native Alaskan	<input type="checkbox"/> Asian	<input type="checkbox"/> Black/African American	<input type="checkbox"/> Native Hawaiian/ Pacific Islander	<input type="checkbox"/> White
Ethnicity:	<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Non-Hispanic/ Latino	<input type="checkbox"/> African Immigrant	<input type="checkbox"/> Slavic Immigrant	

then you should enter the race & ethnicity as separate categories in ServicePoint:

Do not enter data using the new method if you haven't updated your registration form.

Race	-Select-
Race-Additional	-Select-
Ethnicity (Hispanic/Latino)	-Select-
Ethnicity (Non-Hispanic/Latino)	-Select-

If your Summer 2013 registration form has been updated with the new race/ethnicity method, enter this information in the new Inclusive Identity (Race/Ethnicity/Origin) sub-assessment:

Inclusive Identity (Race/Ethnicity/Origin)	
Start Date *	Please add all that apply (Race/Ethnicity/Origin):
Add	

To add a client's self-identified race or ethnicity, click the Add button. In the window that opens, select the client's race/ethnicity from the pull-down menu. If a client identifies with additional races, click "Save and Add Another," otherwise just click "Save."

Add Recordset - (18) Knope, Leslie

Inclusive Identity (Race/Ethnicity/Origin)	
Start Date *	06 / 07 / 2013
N/A: Leave Blank	
Please add all that apply (Race/Ethnicity/Origin):	-Select- -Select- African Asian Black/African American Latino/Hispanic Middle Eastern Native American/Alaskan Native Native Hawaiian/Pacific Islander Slavic White Declined to Answer

You will now see a separate line for each race/ethnicity you entered:

Inclusive Identity (Race/Ethnicity/Origin)	
Start Date *	Please add all that apply (Race/Ethnicity/Origin):
06/07/2013	Black/African American
06/07/2013	Asian

All SUN CS registration forms distributed July 1 and after must be updated. Anyone attending activities during or after Fall 2013 must have their race and ethnicity entered into ServicePoint using the Inclusive Identity sub-assessment (regardless of their Entry Date.) For the 2013-14 school year, the Inclusive Identity sub-assessment will be found both in the Entry and in the student profile section.