



TEXAS EDUCATION AGENCY

1701 North Congress Ave ★ Austin, Texas 78701-1494 ★ 512/463-9734 ★ FAX 512/463-9838 ★ <http://www.tea.state.tx.us>

Shirley J. Neeley, Ed.D.
Commissioner

July 29, 2005

**ACTION
REQUIRED**

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: Notice of Required Annual Public Notification of Nondiscrimination in
Career and Technology Education Programs

The Office for Civil Rights (OCR) of the U. S. Department of Education requires that local education agencies (LEA) provide vocational (otherwise known and referred to as career and technology education, or CTE) programs, services, and activities in accordance with the requirements of Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Requirements for LEAs are found in the document, *Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Education Programs*, a link to the full text of which can be found at the Program Monitoring and Interventions (PMI) Division website at: <http://www.tea.state.tx.us/pmi/eeo/catecr.html>.

The Texas Education Agency (TEA) has regulatory responsibilities for CTE programs in Texas public secondary schools and is required to adopt a civil rights compliance program to identify, remedy, and/or prevent discrimination in the CTE programs operated by LEAs.

One important requirement of the OCR Guidelines, found in Section IV.O, under *Public Notification*, is that prior to the beginning of each school year, every LEA providing CTE programs must advise students, parents, employees, and the general public that all career and technology education opportunities will be offered without regard to race, color, national origin, sex, or disability. Local newspapers or other media that reach the general public must be utilized to disseminate the required notification.

“Good, Better, Best—never let it rest—until your good is better—and your better is BEST!”

Enclosed for your assistance is a copy of Section IV.O. Also enclosed, in English and Spanish, are sample public notification forms that include all required elements for complying with civil rights laws as they relate to CTE programs.

Electronic copies of these documents may be downloaded at the following website:
<http://www.tea.state.tx.us/pmi/eo/catecr.html>.

Please note, however, that the guidelines state that if the LEA “contains a community of national origin minority persons with limited English language skills, public notification materials must be disseminated to that community in its language and must state that recipients will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.” If your LEA contains communities of persons who speak languages other than English or Spanish, it also will be necessary for the LEA to prepare and disseminate the required notice in those languages.

TEA staff will provide support to LEAs in complying with the requirement to eliminate discrimination in CTE programs. If additional information is needed, please contact Don Enos or Ted Ken in the Division of Program Monitoring and Interventions, Texas Education Agency, 1701 North Congress Avenue, Austin, Texas 78701-1494, or call (512) 463-9414.

Sincerely,

A handwritten signature in black ink, appearing to read "Gene Lenz", written in a cursive style.

Gene Lenz
Deputy Associate Commissioner
for Special Programs, Monitoring, and Interventions

Enclosures