

# Texas Education Agency

## Division of Career and Technical Education

### SAMPLE FORM

(Public Notification of Nondiscrimination in Career and Technical Education\* Programs)

(LEA) offers career and technical education programs in (types of programs offered). Admission to these programs is based on (admission standards).

It is the policy of (LEA) not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by 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.

It is the policy of (LEA) not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

(LEA) will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator, (name of Title IX Coordinator), at (address of Title IX Coordinator), (phone number of Title IX Coordinator), and/or the Section 504 Coordinator, (name of Section 504 Coordinator), at (address of Section 504 Coordinator), (phone number of Section 504 Coordinator).

### IMPORTANT NOTES

\* (CTE) programs are named "Career and Technical Education" in federal statute , but the applicable civil rights laws use the term "vocational."

Paragraph 1 should include any general local criteria for admission to the program (example: interest and aptitude, age appropriateness, and class space availability).

Paragraphs 1, 2, and 5 should be included in materials announcing career and technical education programs.

Paragraphs 3 and 5 should be included in materials which do not announce career and technical education programs, such as employment applications, sources of referral of applicants for employment, contracts with employers, unions, or professional organizations, etc.

Paragraph 4 should be included if your service area contains a community of persons with limited English language skills. The entire notification must be disseminated to that community in its language.