

Guidelines: Annual Public Notice of Career-Technical Education Opportunities

The [1979 Guidelines IV\(O\)](#), requires subrecipients to **annually issue public notification** that all career-technical education opportunities will be offered without regard to race, color, national origin, sex, or disability. Several requirements encompass an acceptable notice. This notification shall:

- Be made prior to the beginning of each school year.
- Advise students, parents/guardians, employees and the general public of the policy of non-discrimination.
- Contain an assurance that the lack of English language skills will not be a barrier to admission and participation in career-technical education programs.
- Be disseminated to communities of national origin minority persons with limited English language skills in their native language.
 - If posted on a school website, the notice must be translated or be able to be electronically translated to the languages spoken at home for non-native English speakers in the school or district; or, the notice can be posted in multiple languages.
 - If posted as a paper copy in print or in a publication, the annual notice must be translated to the languages spoken at home for non-native English speakers in the school or district.
- Provide a list and brief summary of programs or course offerings.
- Provide a brief summary of admissions criteria for each program or course.
- Provide the name and title, office address, email, and telephone number of the person(s) designated to coordinate Title IX and Section 504 compliance.

Local newspapers, school websites, school newsletters, bulletins, memoranda, other publications and other media are suggested ways for providing this notification. If the annual notice is posted on a school or district website, it must be accessible within two clicks of the home page.

Please see the following page for a template example.

Example: Annual Public Notice of Career-Technical Education Opportunities - Template

ANNUAL PUBLIC NOTICE OF CAREER-TECHNICAL EDUCATION OPPORTUNITES

Each year, the *(Name of School District)* offers career- technical education programs at *(Name of Schools)*. These programs are designed to prepare youth for a broad range of employment and training services and are offered under the guidance of certified teachers, counselors and cooperative education coordinators. The following is a list of programs or courses offered this year. All students will have equal opportunity to enroll in a program of their choosing, with the exceptions listed below. If the number of applicants exceeds the number of available seats, the program will be filled using a random lottery.

Program (or Course)	Criteria for Admission
<i>(Ex: Agriscience Course; brief summary)</i>	<i>(Ex: None)</i>
<i>(Ex: Auto Tech Pathway; brief summary)</i>	<i>(Ex: None)</i>
<i>(Ex: Health Science Course; brief summary)</i>	<i>(Ex: HS Biology course or Equivalent must be completed before entry to the program)</i>

All career-technical education programs follow the district’s policies of non-discrimination on the basis of race, color, national origin, sex, and disability in all programs, services, activities and employment. The lack of English language proficiency is not a barrier to admission or participation.

For general information about these programs, contact:

Name and/or Title

Email address

Telephone Number

Inquiries regarding non-discrimination policies should be directed to:

Title IX Coordinator Name and Title

Email address

Telephone Number

504 Coordinator Name and Title

Email address

Telephone Number

(Additional “suggested” information to add to the continuous nondiscrimination notice:)

This notice is available in large print, on audio tape and in Braille.