



# TOP TEN Notice of Nondiscrimination

- 01** Every school must distribute a notice of nondiscrimination to its community, students, and employees.
- 02** The Annual Notice must state that the school does not discriminate on the basis of race, color, national origin, sex, or disability. These categories are required fields and must all be present.
- 03** The Notice must include the title, address, and telephone number for the designated Title IX and/or Section 504 Coordinator(s).
- 04** The Notice must assure readers that lack of English language skills will not be a barrier to admission and participation in CTE programs.
- 05** The Notice must include a brief description of CTE program offerings and admission criteria.
- 06** The school must disseminate the Notice on an annual basis, prior to the beginning of each school year.
- 07** The school must disseminate the Notice in multiple formats.
- 08** The Notice must be made available in formats that are accessible to individuals with disabilities.
- 09** If the LEA service area 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. The LEA should have a process for determining the area's primary languages and should consider information beyond enrollment data.
- 10** When converting documents to PDF, save them with structure tags enabled and run the accessibility checker before posting them online.

# NOTICE OF NONDISCRIMINATION



## Resources

### **Department of Education Brief on Notices of Nondiscrimination**

<http://www2.ed.gov/about/offices/list/ocr/docs/nondisc.html>

### **Interactive Self-Assessment Guide**

<https://ilequity.com/self-assess>

### **Illinois Center for Specialized Professional Support**

<http://www.icsps.illinoisstate.edu/>

### **Reference Sheet for Notice of Nondiscrimination**

<https://ilequity.com/notice>



## Did You Know?

The notice of nondiscrimination must also be produced as a continuous statement that condenses the policies of nondiscrimination and is used on all material distributed to potential or current students and employees.

### **Sample Continuing Notice of Nondiscrimination**

Central High School does not discriminate on the basis of race, color, national origin, sex, or disability.

Full text of relevant legislation and specific citations related to notices of nondiscrimination can be found at the following website: [www.ilequity.com](http://www.ilequity.com)

**For information regarding a civil rights review or technical assistance please contact:**

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