

ETHNIC AND RACIAL DATA FORM

Institution Name: _____	Agreement # _____
Site Name: _____	
Address: _____	
Institution Contact: _____	
Ethnic Categories	Number of Participating Children or Adults
Hispanic or Latino. (A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race).	
Not Hispanic or Latino. (All persons not fitting in one of the above describes categories)	
Race Categories	Number of Participating Children or Adults
American Indian or Alaska Native. (A person having origins in any of the original peoples of North and South America, (including Central America), and who maintains cultural identification through tribal affiliation or community recognition (includes Aleuts and Eskimos).	
Asian. (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).	
Black or African American. (A person having origins in black racial groups of Africa).	
Native Hawaiian or Other Pacific Islander. (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands).	
White. (A person having origins in any of the original peoples of Europe, North Africa, or the Middle East).	
Institution's Authorized Representative	Date

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Instructions for Completing the Ethnic and Racial Data Form

- **The institution should complete this form for each site every year.**
- **The institution may use visual identification to determine a participant's ethnic and/or racial category. A participant may be included in the group that he/she appears to belong, identifies with, or is regarded as a member by the community.**
- **Each participant should be counted under only one category for ethnicity. The total number of participants marked under the ethnic category should equal the total number of participants in attendance on the day the form is completed.**
- **Each participant may be counted under more than one category for race. The total number of participants marked under the race category may be a larger sum than the total number of participants in attendance on the day the form is completed.**
- **The institution must retain ethnic and racial data for 3 years and must safeguard this information. Access to Program records containing racial/ethnic data should be limited to authorized personnel.**