

NOVA CLASSICAL ACADEMY
MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS

POLICY NP 307:
COUNTING ALL STUDENTS POLICY

I. PURPOSE

Schools are required to report ethnicity and race to the state and to the U.S. Department of Education. Because of recent changes to Minnesota state law, Minnesota disaggregates each category into detailed groups to further represent student populations. This information helps improve teaching and learning for everyone and helps the state and federal government accurately identify and advocate for students currently underserved. The information collected is considered private information.

II. GENERAL STATEMENT OF POLICY

Parents or guardians are not required to answer the federal questions for their children, but if they choose not to answer the federal questions, federal law requires schools to choose for them. This is a last resort; it is preferred that parents or guardians complete the form. State questions are optional and schools will not fill in this information.

III. DEFINITIONS

- a. Counting All Students:** This is the informal name for the state laws that dictate MDE's collection of more accurate demographic student data.
- b. Ed-Fi:** This is the technology system Minnesota Department of Education (MDE) uses to collect student-level data that districts submit to their student information systems.
- c. Data Disaggregation:** In education, this detailed breakdown of data into smaller subsets is referred to as disaggregation. This means that MDE has collected data from multiple sources and included multiple measures and variables, such as race, gender, school, etc.
- d. Race/ ethnicity codes:** Six federal race/ethnicity codes appear as "Yes/No" questions on the form. The federal collection of race/ethnic information requires a two-part question. The question at the top asks if the student is Hispanic/Latino. The federal government considers Hispanic/Latino to be an ethnicity. The remaining questions request at least one of the following be selected: American Indian, Asian, black or African American, Native Hawaiian or Pacific Islander, or white. The federal government considers these groups to be races.

IV. PROCESS

- a.** This information is collected for all students enrolled at Nova.
- b.** When new families apply to Nova, they will be asked to complete the Ethnic and Racial Designation form from the Minnesota Department of Education. The form may be shared in different languages to best accommodate families.
- c.** Families do not have to select one of the federal race/ethnicity categories. If they do not, districts are required by federal law to identify and report this information for students based on the best information they have available. Districts are instructed to collect the required information for all students by using one of the following procedures in the following order:
 - i.** parent or guardian identification;
 - ii.** age-appropriate student self-identification, when parent or guardian identification is not an option.
- d.** If neither of the above methods occur, school administration will communicate with families about the reasons for collecting this information and ask again for families to select a category.
- e.** If parent, guardian, or student self-identification methods are not successful, the Executive Director or designee will make a determination based on information available to the school.

Legal References: [120B.31, subdivision 3a](#)
[120B.35, subdivision 3](#)

Resources: Minnesota Department of Education

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