**Sample Annual Notice**

College does not discriminate on the basis of race, color, national origin, sex, or disability in both employment and educational opportunities, including career and technical educational opportunities. Inquiries regarding this nondiscrimination policy may be directed to: Name and Title, Address, Phone number, *E-mail.*

Career and technical education courses/program offerings and admission criteria are detailed within this document. Additional information is available on our web site, [www.XXXsd/boces.edu](http://www.xxxsd/boces.edu), or by calling 555-555-1212.

***Note****: If a community college district contains a population of individuals with limited English language skills, the Annual Notice must assure readers that lack of English language skills will not be a barrier to admission and participation in CTE programs.*

**Sample Continuous Notice**

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

***Note****: If there is space on the document, the college may also denote the name and title and phone number of the Title IX/Section 504 Coordinator.*