Indiana Department of Education
SUPPORTING STUDENT SUCCESS

Civil Rights Training for Site Staff

Site Name_____

Date of Training _____Trainer _____

Training is required so that people involved in all levels of administration of programs that receive Federal financial assistance understand civil rights related laws, regulations, procedures, and directives. Persons responsible for reviewing CR compliance must receive training to assist in these duties. **This would include all essential staff on an annual basis.** Specific subject matter must include, but not be limited to:

Required Training Topics

What is a Civil Rights complaint?

Where to display the "And Justice for All" posters

What to do if someone has a civil rights complaint
- **Procedure for written or verbal Civil Rights complaints**
- **Who handles the complaint at the site (gives complainant CR Complaint Form and documents in Civil Rights Complaint log)?**
- **Who should the site staff inform of a civil rights complaint**
- **Civil Rights Complaint Log**
- **Civil Rights Complaint Form**

Collecting and recording racial and ethnic information on participants
- **When to collect racial and ethnic information**
- **How to collect racial and ethnic information**

Names of those attending:	Signatures of those attending: