

Using Demographic Data to Complete the EJ Letter to File

Effective: July 2015

Use the template 'EJ Letter to File' template from the [EJ web page](#). The demographic data from the [EJSearch](#) Census and OSPI reports is used to fill out the tables in the letter. (Guidance for how to read the reports if found on the EJ web page.)

Use the numbers and percentages in the lower half of the 'Population by Race' section of the 2010 Census Report to fill the demographic data in Table 1 of the letter.

2010 Census Report

Population by Race	Number	Percent
Total	18	-----
Population Reporting One Race	17	97%
White	17	93%
Black	0	0%
American Indian	0	3%
Asian	0	0%
Pacific Islander	0	0%
Some Other Race	0	1%
Population Reporting Two or More Races	1	3%
Total Hispanic Population	0	2%
Total Non-Hispanic Population	18	98%
White Alone	17	92%
Black Alone	0	0%
American Indian Alone	0	3%
Non-Hispanic Asian Alone	0	0%
Pacific Islander Alone	0	0%
Other Race Alone	0	0%
Two or More Races Alone	0	3%

You may need to adjust the numbers and percentages slightly to account for rounding errors in the formula used in EJView to calculate populations. In the example above the total number of people (see circle), the percentages, and number per category don't add up.

The total population is given as 18, but the total non-Hispanic population is given as 17. The number of American Indians is given as zero people, but shown as being 3% of the population. The line 'Population Reporting Two or More Races' lists 1 person. And none of the percentages are correct. Use your best judgment to balance the numbers and percentages, assuming that the 'Total Population' figure given in the report is accurate and referring to the school

demographic data for guidance. You may need to recalculate all of the percentages as shown in the example below.

Demographics Data

Table 1 summarizes [year] census data for the area within ½ mile each side of centerline of the project.

Table 1: Population by Race

Minority	Number of Persons	Percentage
White Alone	17	94.5
Hispanic or Latino (of any race)	0	0
American Indian and Alaskan Native Alone or in Combination	0	0
Black or African American alone or in Combination	0	0
Asian Alone or in Combination	0	0
Native Hawaiian and Other Pacific Islander Alone or in Combination	0	0
Some Other Race Alone or in Combination	1	5.5
TOTAL POPULATION	18	100

Source: [EJView](#) web site Census [year] Summary Report attached.

Use the numbers and percentages in the Student Demographics column of the OSPI Report to fill the demographic data in Table 2 of the letter. Check the math and use common sense to adjust the figures to account for rounding.

Student Demographics		
Enrollment		
October 2012 Student Count		376
May 2013 Student Count		370
Gender (October 2012)		
Male	196	52.1%
Female	180	47.9%
Race/Ethnicity (October 2012)		
American Indian/Alaskan Native	7	1.9%
Asian	4	1.1%
Pacific Islander	1	0.3%
Asian/Pacific Islander	5	1.3%
Black	5	1.3%
Hispanic	49	13.0%
White	295	78.5%
Two or More Races	15	4.0%
Special Programs		
Free or Reduced-Price Meals (May 2013)	366	98.9%
Special Education (May 2013)	87	23.5%
Transitional Bilingual (May 2013)	62	16.8%
Migrant (May 2013)	0	0.0%
Section 504 (May 2013)	0	0.0%
Foster Care (May 2013)	0	0.0%
Other Information (more info)		
Unexcused Absence Rate (2012-13)	272	0.5%

In this example you would use the Student Count for October to calculate percentages, since the ethnicity data was also done in October.

Add the Pacific Islander and Asian/Pacific Islander to get the number and percentage of students who are of Hawaiian and Other Pacific Islander ethnicity.

You do not need to adjust the Free or Reduced-Price Meals data or the Transitional Bilingual data. It's OK if these figures are based on spring

enrollment since we are only using the data for comparison as shown in the example below.

Table 2: [Name] Elementary School Demographic Data

	Enrollment	Percentage
White	294	78.0
Hispanic of Latino	48	12.7
American Indian and Alaskan Native	7	1.8
Black or African American	5	1.3
Asian	4	1.0
Native Hawaiian and Other Pacific Islander	6	1.6
Two or More Races	14	3.6
Free or Reduced-Price Meal Participation	366	97.3
Transitional Bilingual Education	62	16.4

Source: Washington State Office of Public Instruction [Washing State Report Card](#) website. Report Attached.

1. Use the data from the ACS Summary Report and the OSPI School Report to determine if a LEP population exists. (Question 7e).
 - a. Use the data line labeled ‘Speak English “less than well”’ on the second page of the ACS Report. Compare this with the % of students enrolled in the ‘Transitional Bilingual’ program on the school report to determine if >5% of the population or 1000 persons have Limited English Proficiency. (Question 7f).
 - b. If they meet the threshold, use the demographic data to estimate the languages that may apply. Call the school to determine what Asian languages may require translation. The school contact information – phone and address -- is located at the top of the OSPI report.