



U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
Washington, D.C. 20507

DATE

To:

ATTN: DISTRICT SUPERINTENDENT

Login ID:

Password:

Dear Recipient:

The 2012 EEO-5 Online Filing System is now open. The filing deadline for the 2012 EEO-5 report is **November 30, 2012**. This letter includes important information about the 2012 EEO-5 survey. The Equal Employment Opportunity Commission has developed four convenient methods for filing your report using two options for filing..

There is one major change this year for the collection of the 2012 EEO-5 report. The Commission approved the collection of using the race and ethnic categories used by the Department of Education in the 2012 survey collection of the EEO-5. (The EEO-1 uses the same race and ethnicity categories.) The changes can be found on EEOC's *Online Filing System on the revised EEOC Form 168A and in the revised Instruction Booklet.*

However, for this reporting cycle only EEOC will accept data from school districts in either the revised race and ethnic categories or the prior EEOC race and ethnic categories. We are taking this step because we were unable to provide as much advance notice as preferable to change your personnel systems to capture the revised race and ethnic categories changes.

EEO-5 ONLINE FILING SYSTEM

THERE ARE TWO OPTIONS FOR FILING ON THE EEO-5 ONLINE FILING SYSTEM. THEY ARE AS FOLLOWS:

OPTION 1 FILING USING THE PRIOR EEOC RACE AND ETHNIC CATEGORIES

OPTION 2 FILING USING THE REVISED EEOC RACE AND ETHNIC CATEGORIES

The **easiest** method of filing the EEO-5 report for most employers is through the *EEO-5 Online Filing System*. The unique data for each employer is located at <https://egov.eeoc.gov/eeo5>. You can access your report with the Login ID and Password above.

PAPER EEO-5 FORMS

THERE ARE TWO OPTIONS FOR FILING PAPER EEO-5 FORMS. THEY ARE AS FOLLOWS:

OPTION 1: FILING USING THE PRIOR EEOC RACE AND ETHNIC CATEGORIES

OPTION 2: FILING USING THE REVISED EEOC RACE AND ETHNIC CATEGORIES

If you decide to file paper reports, you may obtain the forms by following the online operating instructions for the *EEO-5 Online Filing System* and print your reports. (If you do not have Internet access, or choose not to use the EEO-5 online filing application, please fax a written request for paper EEO-5 forms to the EEO-5 Reporting Center at 1-800-_____ (fax), or send an email to EEO5@eeocsurvey.com. You **MUST** provide your District's Login ID.)

When completed, mail the original, signed EEO-5 report to our address below. **Do Not Use Another Address To Avoid Loss of Your Report Through Mail Transfers.**

DATA FILE TRANSFERS

THERE ARE TWO OPTIONS FOR FILING COMPUTER PRINTOUTS. THEY ARE AS FOLLOWS:

OPTION 1 FILLING USING THE PRIOR EEOC RACE AND ETHNIC CATEGORIES

OPTION 2 FILLING USING THE REVISED EEOC RACE AND ETHNIC CATEGORIES

Employers may upload reports as data files (*ASCII (TEXT) Only – Electronic Transmission Preferable*). ALL EEO-5 electronic data file transfers should be transmitted to EEO5@eeocsurvey.com. The format of your data file(s) **MUST** follow the file layout(s) set forth in the EEOC-approved specifications for submission of EEO-5 data as a data file are available at <https://egov.eeoc.gov/eo5>. You may also save your data file to a compact disk and mail your data file(s) to the address below.

COMPUTER PRINTOUTS

THERE ARE TWO OPTIONS FOR FILING COMPUTER PRINTOUTS. THEY ARE AS FOLLOWS:

OPTION 1: FILLING USING THE PRIOR EEOC RACE AND ETHNIC CATEGORIES

OPTION 2: FILLING USING THE REVISED EEOC RACE AND ETHNIC CATEGORIES

Employers may also submit reports on paper but as computer printouts. However they must follow the EEOC-approved specifications for this alternate reporting format. If you want to use this method, you may print a copy of the computer printout specifications at <https://egov.eeoc.gov/eo5>. ***Test computer printouts must be submitted to the EEO-5 Reporting Center for review and approval PRIOR to final implementation.***

EEO-5 SURVEY INFORMATION

Filing the EEO-5 survey report is NOT voluntary, but is required by federal law: Section 709(c), Title VII of the Civil Rights Act of 1964, as amended, and §1602.30 – 1602.38, Title 29, Chapter XIV, Subpart B, Code of Federal Regulations. These legal texts are printed in the EEO-5 instruction booklet. We are prepared to assist you or answer any questions you may have. You can reach us at:

**By Mail: U.S. Equal Employment Opportunity Commission
 EEO-5 Reporting Center**

Telephone: 1-800- (toll-free)
Fax: 1-800-
E-mail: EEO5@eeocsurvey.com

Again, the filing deadline for the 2012 EEO-5 report is **November 30, 2012**.

You may download a 'sample' EEO-5 form, instructions, and EEOC-approved specifications for submission of an EEO-5 data file and computer printouts at <https://egov.eeoc.gov/eeo5>.

Concerns regarding the operation of the EEO-5 Reporting Center can be addressed to Lucius Brown, EEO-5 Coordinator at the Equal Employment Opportunity Commission, 202.663.4947 (lucius.brown@eeoc.gov).

Sincerely,

The EEO-5 Reporting Center

DRAFT