Local School Division

School Nutrition Programs Documentation of Annual Civil Rights Training

Division Name:

Training Requirements

Annual civil rights training is required for all school nutrition program (SNP) staff who may interact with any persons that may participate in SNPs and/or apply for free or reduced price meals. Training is mandatory so that staff will understand the requirements and procedures. Documentation of this training is also required. This form may be used to meet that requirement.

Instructions

Complete the information in the table below to document civil rights training. Participants should write their name in column 1 and their place of work in column 2. This documentation, along with the training materials used, must be maintained for three years (plus the current year) and made available for review.

**Date of Training:**

**Training Location:**

**Instructor(s):**

| **Participant Name (Please Print):** | **School/Work Location:** |
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