

ADMINISTRATIVE CIRCULAR NO. 9
Neighborhood Schools and Enrollment Options

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 11, 2017

To: All Principals, Area Superintendents

Subject: NEW PROHIBITION REGARDING SOCIAL SECURITY NUMBERS

Due Date: **Immediate Distribution**

Action Requested: Destroy Blank Enrollment Forms Containing Box 7 (Social Security Number); Use Revised Enrollment Form for 2017/18 Enrollment

Department and/or Persons Concerned: All Principals, Site Enrollment Staff, Site Webmasters, and Area Superintendents

Reference: Education Code section 49076.7(b)

Brief Explanation:

Effective, January 1, 2017, California schools, county offices of education and charter schools are prohibited from collecting or soliciting social security numbers, or the last four digits thereof, from students or their parents or guardians unless otherwise required to do so by state or federal law (e.g. to establish eligibility for free or reduced meal plans). (California Education Code section 49076.7(b).)

No California or federal law requires school districts to collect social security number for the purposes of enrollment. Therefore, the 2017/18 Enrollment Form (including the InfoSnap form) has been revised to eliminate Box 7, which previously contained spaces to insert a Social Security Number. The new form is available on the district website at: <https://www.sandi.net/staff/neighborhood-schools-and-enrollment-options/related-resources>.

It is important that all students are provided with the Revised 2017/18 Enrollment Form. **If your school's back to school packets have already been assembled, it is critical that the old enrollment form be pulled and replaced with the new form. Additionally, enrollment forms posted on school webpages should be removed and replaced with the revised form. NO ONE SHOULD RECEIVE A FORM THAT INCLUDES A SPACE TO INSERT A SOCIAL SECURITY NUMBER.** All old forms which contain a box for a social security number must be destroyed.

Certain district staff may continue to collect a student's social security number as needed for free and reduced lunch applications, Medi-Cal, and other programs which may legally require that information.

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If you have any questions regarding the above, please contact the Neighborhood Schools and Enrollment Options Office at (619) 260-2410.

Marceline Marques, Director,
Neighborhood Schools and Enrollment Options

APPROVED:

A handwritten signature in black ink, appearing to read 'G. Ottinger', with a stylized flourish extending from the end.

Greg K. Ottinger, Ed.D.
Chief Business Officer

Distribution: List B, C, D, E, F