

## STUDENT SOCIAL SECURITY NUMBERS

Florida Statute 1008.386 requires each district school board to **request** for each student enrolled in a public school provides his or her social security number. The following are instructions for schools:

- Schools shall request that each student enrolled provide his or her social security number.
- Schools should make a copy of the original social security card.
- Schools shall include the copy of social security card in the student's cumulative folder.
- A student is **not required** to provide his or her social security number as a condition for enrollment or graduation.
- Record social security numbers in the Integrated Student Information System (ISIS) for Pre-Kindergarten through 12<sup>th</sup> grade students and in the Vocational Adult Community System (VACS) for adult students.

In the event that schools need to include information regarding the social security number into written documents, the following statement is suggested:

*When a student is enrolled in a public school in the State of Florida, it is requested that the student provides his/her social security number. The number serves as a student identifier to facilitate the accurate maintenance and transfer of records.*

Your assistance in disseminating this information to appropriate staff in your school is appreciated. Should you have a question or need further clarification in this matter, please contact Ms. Yvette Senior-Stewart, Coordinator, Attendance Services, at (305) 883-5323.