

**160-5-1-.24 PROCEDURE FOR REQUESTING STUDENT SOCIAL SECURITY NUMBERS.**

**(1) PURPOSE.** The purpose of this rule is to establish uniform statewide procedures for obtaining Social Security numbers from students and the procedure for waiving this requirement.

**(2) REQUIREMENTS.**

(a) No student shall be denied enrollment in any public school of this state for declining to provide a Social Security number to the local unit of administration (LUA) or for declining to apply for such number.

(b) Each LUA shall adopt and implement a procedure consistent with this rule for providing the public notice of the information required of each student under its jurisdiction prior to the beginning of each school year. This notice shall include the statement in (2)(a).

1. The procedure of each LUA shall require that the notice be provided in English and any language prevalent in the school district.

(c) Each LUA, at the time of initial enrollment or at the beginning of a school year for a student already enrolled but who has not provided a Social Security number, shall, in a language appropriate for the parent, guardian, student or person enrolling the student:

1. Request the Social Security number.

2. Give notice that providing the Social Security number is voluntary.

3. State the purpose for which the Social Security number shall be used.

4. Cite the provision of law which authorizes the LUA to request the provision of the student Social Security number.

(d) Each LUA shall provide a form for the individual in (2)(c) to sign stating that the individual does not wish to provide the Social Security number.

(e) Upon receipt of a student's Social Security number, the LUA shall make said number part of the student's record to be treated in the same manner as all other records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

160-5-1-.24 (Continued)

(f) Each LUA shall provide a temporary alternate number to a student who is applying for a Social Security number or a permanent number if a Social Security number will not be provided.

Authority O.C.G.A. § 20-2-150(d); 20-2-240.

**Adopted: July 10, 1997**

**Effective: August 14, 1997**