Data Element Number: 218045

Data Element Name: **Social Security Number**

The number assigned to an individual by the Social Security Administration (left justified).

NOTE: For contracted or charter school staff for whom the school district cannot obtain a Social Security Number, the district must assign a Staff Number Identifier for the employee using the following method:

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Two Positions</strong></td>
<td></td>
</tr>
<tr>
<td>CS</td>
<td>The first two positions in the Social Security Number field must be coded with the letters “CS”.</td>
</tr>
<tr>
<td><strong>Last Seven Positions</strong></td>
<td></td>
</tr>
<tr>
<td>NNNNNNN</td>
<td>The last seven positions must be numeric.</td>
</tr>
</tbody>
</table>

NOTE: The district-defined Staff Number Identifier must result in a unique staff number within the district.

**Length:** 10

**Data Type:** Alphanumeric

**Year Implemented:** 8788

**State Standard:** Yes

**Use Types:**
- State Reporting: Yes
- Local Accountability: Yes

**Formats Required:**
- Staff Additional Compensation DB9 32x
- Staff Additional Job Assignments DB9 31x
- Staff Benefits DB9 33x
- Staff Demographic Information DB9 27x
- Staff Experience DB9 28x
- Staff Fiscal Year Benefits DB9 44x
- Staff Fiscal Year Salaries DB9 43x
- Staff Multidistrict Employee DB9 29x
- Staff Payroll Information DB9 30x
- Staff Professional Development DB9 36x

**Surveys Required:**
- Survey 2   Yes
- Survey 3   Yes
- Survey 5   Yes

Page 1 of 2
Data Element Number: 218045
Data Element Name: Social Security Number

Appendixes:
None

Description of Changes:
7/1/2013 Formats Requi  Updated the Staff Salary Supplement format name change.
          Deleted the Teacher Exit Interview format.