

FLORIDA DEPARTMENT OF EDUCATION

# Common Student Identifier

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2015 Guidelines

9/3/2015

# COMMON STUDENT IDENTIFIER GUIDELINES

## CURRENT LAW

**1008.386, Florida Statutes (F.S.) Social security numbers used as student identification numbers.** — Each district school board shall request that each student enrolled in a public school in this state provide his or her social security number. Each school district shall use social security numbers as student identification numbers in the management information system maintained by the school district. However, a student is not required to provide his or her social security number as a condition for enrollment or graduation. A student satisfies this requirement by presenting to school enrollment officials his or her social security card or a copy of the card. The school district shall include the social security number in the student's permanent records and shall indicate if the student identification number is not a social security number. The Commissioner of Education shall provide assistance to school districts to assure that the assignment of student identification numbers other than social security numbers is kept to a minimum and to avoid duplication of any student identification number.

## LEGISLATION SUPPORTING S. 1008.386, F.S.

**1011.622, F.S. Adjustments for students without a common student identifier.**—The Florida Education Finance Program funding calculations, including the calculations authorized in ss. 1011.62, 1011.67, 1011.68, and 1011.685, shall include funding for a student only when all of the student's records are reported to the Department of Education under a common student identifier. The State Board of Education may adopt rules pursuant to ss. 120.536(1) and 120.54 to implement this section.

## FLORIDA DEPARTMENT OF EDUCATION (FDOE) TOOLS

- I. **AUTOMATED INFORMATION DATABASE USER MANUAL, APPENDIX T: DISTRICT CONTACTS FOR STUDENT IDENTIFIERS** provides a list of primary and secondary school district contacts. These district staff members are responsible for managing common student identifiers within their districts. Districts should use this list as a primary source for resolving common identifiers for students who transfer or are shared across districts.
- II. **CICS, STUDENT COMPONENT MENU**
  - Option 25 – STUL STUDENT LOCATION consists of two years of student records submitted during Surveys 1, 6, 2, 3, 4 and 5. This table is updated every other weekend during state processing of a survey. Districts can look up student identifiers based on LAST NAME; DATE OF BIRTH; GENDER.
  - OPTION 30 – STSN STUDENT LOCATOR BY SSN consists of two years of student records submitted during Surveys 1, 6, 2, 3, 4 and 5. This table is updated every other weekend during state processing of a survey. Districts can look up student identifiers based on Student Number Identifier, Florida. It also allows districts to look up a social security number (SSN) followed by an "X" to determine if the number has been assigned to another student in Florida public schools.
- III. **REPORTS RUN BY FDOE AND PROVIDED TO DISTRICTS**
  - **F71346** (F71339 corresponding Survey 6 file) – INDIVIDUAL STUDENT FTE STATEWIDE REPORT based on STUDENT IDENTIFIER produces a Common Student ID report (DPSXX.GQ.F71346.YyyyyS) (DPSXX.GQ.F71339.Yyyyy6) and file (DPSXX.GQ.F71346.YyyyyS.DATA) (DPSXX.GQ.F71339.Yyyyy6.DATA). This report and file

(F71346) or (F71339) provides districts with a method to identify student records reported within the same survey with the same Student Number Identifier, Florida by different districts of instruction.

Districts may encounter a variety of scenarios when reviewing this report and file. Potential scenarios include the following:

- A. **Student Number Identifiers (Florida and Alias, Florida) correctly appear on the report and file for a student shared between a district, Florida Virtual School (FLVS) and/or another district:** Districts should confirm that each district is using the correct Student Number Identifier (Florida and Alias, Florida). Districts will not be required to update their Student Information Systems but should note that the student is being reported in more than one school district.

District of Instruction	District of Enrollment	Student Number Identifier, Florida	Student Number Identifier - Alias, Florida	Name
18	18	1234567890	1234567890	April Jones
71	18	1234567890	1234567890	April Jones

- B. **The report and file show the same Student Number Identifier (Florida and/or Alias, Florida) is shared between a district, FLVS and/or another district for different students.** For these records, the districts must work together to determine which IDs are correct and update the IDs accordingly. ***IMPORTANT NOTE:*** ANY change to the Student Number Identifier – Alias, Florida should be communicated to the department. Please contact your PK-12 Education Information Services (EIS) technical assistant before changing the Student Number Identifier – Alias, Florida.

District of Instruction	District of Enrollment	Student Number Identifier, Florida	Student Number Identifier - Alias, Florida	Name
18	18	1234567890	1234567890	* John McCoy
38	18	1234567890	1234567890	* Bill Smith

- C. **The report and file show the same Student Number Identifier, Florida is shared between a district, FLVS and/or another district, but the Student Number Identifiers-Alias, Florida are different.** In this scenario, the district of enrollment is the primary district, and the district of instruction (FLVS or another district) should update the alias ID to match the district of enrollment. The district of enrollment should not generate new student identifiers when receiving a new student unless 1) the student has never been in a Florida public school or 2) the student presents a SSN for the first time. Otherwise, the district should use the same student identifiers used by the previous district of enrollment.

***IMPORTANT NOTE:*** ANY change to the Student Number Identifier – Alias, Florida should be communicated to the department. Please contact your EIS technical assistant before changing the Student Number Identifier – Alias, Florida.

District of Instruction	District of Enrollment	Student Number Identifier, Florida	Student Number Identifier - Alias, Florida	Name
18	18	1234567890	*987654321X	John McCoy
38	18	1234567890	*1234567890	Bill Smith

- F71371 – INDIVIDUAL STUDENT STATEWIDE FTE based on STUDENT DEMOGRAPHIC INFORMATION** - Report DPSXX.GQ.F71371.YyyyyS and file DPSXX.GQ.F71371.YyyyyS.DATA provide districts with a method to identify records that a different district may have reported for the same student but with a different Student Number Identifier, Florida. The report and file contain student records with similar demographics and matched using last name, the first three characters of the first name, birth date and gender. Districts should use this file to verify that the Student Number Identifier, Florida and Student Number Identifier-Alias, Florida were reported correctly within a survey. ***IMPORTANT NOTE:*** ANY change to the Student Number Identifier – Alias, Florida should be communicated to the department. Please contact your EIS technical assistant before changing the Student Number Identifier – Alias, Florida.

Districts may encounter a variety of scenarios when reviewing the F71371 report and file. Potential scenarios include the following:

- A. Student Number Identifiers (Florida and Alias, Florida) correctly appear on the report and file as reported by two districts for two different students with very similar demographics.** Once districts collaborate and confirm that the student records are reported for different students, no further action is required by the districts.

District of Instruction	District of Enrollment	Student Number Identifier, Florida	Student Number Identifier – Alias, Florida	Name	Birth Date	Gender	Grade
18	18	234567891X	1834567890	*Ashley Jacob Jones	7/10/1995	M	*12
71	18	234891670X	7101267901	*Ashton Michael Jones	7/10/1995	M	*10

- B. Student Number Identifiers (Florida and/or Alias, Florida) incorrectly appear on the report and file as reported by a district, FLVS or another district for the same student.** Districts should work together to determine which Student Number Identifiers (Florida and/or Alias, Florida) are correct and update the student IDs as appropriate in their local systems. The correct student IDs should be reported to the department for any open survey. ***IMPORTANT NOTE:*** ANY change to the Student Number Identifier – Alias, Florida should be communicated to the department. Please contact your EIS technical assistant before changing the Student Number Identifier – Alias, Florida.

District of Instruction	District of Enrollment	Student Number Identifier, Florida	Student Number Identifier - Alias, Florida	Name	Birth Date	Gender	Grade
18	18	*234567891X	*1834567890	Ashley Michael Jones	7/10/1995	M	10
71	18	*234891670X	*7101267901	Ashley M Jones	7/10/1995	M	10

**Note regarding common student identifiers for students who did not return to your district:**

- If the student has transferred to another Florida public school district or FLVS full-time, then no course of action is required by the district. The new district of enrollment where the student has transferred will be responsible for the student.
- If the student has transferred out of state, then no course of action is required by the district.

## FREQUENTLY ASK QUESTIONS AND ANSWERS

1. *The district has received a new student who has never been enrolled in a Florida public school. What is the procedure for the district to assign a unique student identifier?*

The Student Number Identifier, Florida is designed to be a unique code used to identify students in Florida’s PK-12 public schools, adult general education and career and technical education. Section 1008.386, F.S., requires school districts to request a SSN for the student. If the student provides the social security card or a copy of the card, the Student Number Identifier, Florida equals the SSN followed by an “X”.

However, a student is not required to provide his or her SSN as a condition for enrollment or graduation. For any student entering a Florida school district for the first time that does not provide a SSN, the school district of initial entry should assign a number using the common statewide method prescribed by the FDOE. In this case, the first two digits must represent the district of **initial entry** into the Florida public school system. The district defines the last eight digits in such a way as to result in a unique student number within the district where the number is originally assigned. The Student Number Identifier, Florida assigned by the district of initial entry should remain with the student, even if the student changes his or her district of enrollment, unless the student presents a SSN at a later date.

The Student Number Identifier–Alias, Florida is a ten-character code that identifies the first Student Number Identifier, Florida ever assigned to a student in a Florida public school district. This number must **remain constant** throughout the student’s educational career in Florida and is used in accountability data matching processes, data matching between districts and longitudinal studies. Upon a student’s initial enrollment in Florida public schools, the district copies the student’s Student Number Identifier, Florida to the student’s Student Number Identifier - Alias, Florida field. This number **must never change**. *If the student transfers to another public school in Florida or re-enrolls in a Florida public school after a time of withdrawal from Florida public schools, then the Student Number Identifier – Alias, Florida that was assigned at the time of initial enrollment into Florida public schools is reassigned to the student.* **IMPORTANT NOTE:** ANY change to the Student Number Identifier – Alias, Florida should be communicated to the department. Please contact your EIS technical assistant before changing the Student Number Identifier – Alias, Florida.

2. *The district has received a new student who was previously enrolled in another district in Florida public schools. What is the procedure for the district to assign common student identifiers?*

The receiving district should contact the sending district of enrollment to acquire the Student Number Identifier, Florida and Student Number Identifier – Alias, Florida that were originally assigned to the student. The receiving district should use the Information Database User Manual, Appendix T: [District Contacts for Student Identifiers](#), to contact the sending district's primary and/or secondary contact who is responsible for managing student common identifiers within the district. Receiving and sending districts are to collaborate in this effort to ensure they appropriately assign the student identifiers (Florida and Alias, Florida).

The receiving district may also use the Student Locator, Option 25 of the CICS Student Component Menu, to locate and verify the Student Number Identifier, Florida and the Student Number Identifier – Alias, Florida that the sending district previously assigned.

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3. *The district of instruction and the district of enrollment are using different Student Number Identifiers, Florida and Student Number Identifiers – Alias, Florida for the same student. How should this be resolved and who is responsible?*

Both districts are responsible for collaborating to determine the accuracy of the common student identifiers. Section 1008.386, F.S., states, "Each district school board shall request that each student enrolled in a public school in this state provide his or her social security number.... A student satisfies this requirement by presenting to school enrollment officials his or her social security card or a copy of the card."

Once the districts determine that one of the Student Number Identifiers, Florida or both are incorrect then the incorrect number(s) must be corrected. The district(s) will follow the procedures outlined in the Florida Student Information Database Manuals in the data elements Student Number Identifier, Florida and Student Number Identifier – Alias, Florida. The Student Number Identifier, Florida will be updated to reflect the accurate SSN. The Student Number Identifier – Alias, Florida will **remain constant**. **IMPORTANT NOTE:** ANY change to the Student Number Identifier – Alias, Florida should be communicated to the department. Please contact your EIS technical assistant before changing the Student Number Identifier – Alias, Florida.

Note: Districts must request the SSN; however, a student is not required to provide his or her SSN as a condition for enrollment or graduation.

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4. *The district has determined that the Student Number Identifier, Florida and Student Number Identifier - Alias, Florida were incorrectly entered (or keyed in the database system). How should the district correct the Student Number Identifier, Florida and Student Number Identifier – Alias, Florida?*

The district must update the Student Number Identifier, Florida if the district discovers that the number was incorrectly entered. Occasions for changing the Student Number Identifier – Alias, Florida will be rare; in most instances this number **will remain constant**. However, if the district discovers a situation in which it may be appropriate to change the Student Number Identifier – Alias, Florida, the district MIS staff should contact their assigned EIS technical assistant to determine the best course of action before making any change to the Student Number Identifier – Alias, Florida. At that time, the district MIS staff should be prepared to explain the circumstances that would justify changing the student identifier.

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5. What if a student is found using the same social security number as an enrolled student in a different district?

It is the responsibility of the district to determine accuracy of the SSN. Section 1008.386, F.S., states, “Each district school board shall request that each student enrolled in a public school in this state provide his or her social security number.... A student satisfies this requirement by presenting to school enrollment officials his or her social security card or a copy of the card.”

If either of the student’s student number identifiers (Florida or Alias, Florida) is determined to be inaccurate, the district(s) will follow the procedures outlined in the Florida Student Information Database Manuals in the data elements Student Number Identifier, Florida and Student Number Identifier – Alias, Florida. ***IMPORTANT NOTE:*** ANY change to the Student Number Identifier – Alias, Florida should be communicated to the department. Please contact your EIS technical assistant before changing the Student Number Identifier – Alias, Florida.

Note: Districts must request the SSN; however, a student is not required to provide his or her SSN as a condition for enrollment or graduation.

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6. What happens if different students have the same Student Number Identifier, Florida in two different districts *and FLVS at the same time*?

Both school districts and FLVS are responsible for collaborating to determine the accuracy of the student number assignment. If the Student Number Identifier, Florida is a SSN followed by an “X,” then as per section 1008.386, F.S., the districts should request to see the student’s social security card or a copy of the card. (Note: Districts must request the SSN; however, a student is not required to provide his or her SSN as a condition for enrollment or graduation.)

Once it is determined that one of the student numbers or both are incorrectly assigned, then the incorrect Student Number Identifier, Florida must be corrected using the procedures outlined in the Florida Student Information Database Manuals in the data elements Student Number Identifier, Florida and Student Number Identifier – Alias, Florida. The Student Number Identifier – Alias, Florida **remains constant**. ***IMPORTANT NOTE:*** ANY change to the Student Number Identifier – Alias, Florida should be communicated to the department. Please contact your EIS technical assistant before changing the Student Number Identifier – Alias, Florida.

Both school districts and FLVS must collaborate in the verification process and ensure that the correct student number identifiers are reported in the state student database. To assist districts in the verification process, EIS has created a district contact list and placed it on the database website under User Manual, [Appendix T – District Contacts for Student Identifiers](#). This list identifies the designated primary and secondary district contacts with their corresponding contact phone numbers and email addresses.

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7. *What if a student transfers into the district from another school district within the school year and provides the social security number after the sending district has assigned a number using the common method for student number assignment?*

The district must request to view the student’s social security card or a copy of the card to determine accuracy of the SSN provided. (Note: Districts must request the SSN; however, a student is not required to provide his or her SSN as a condition for enrollment or graduation.) The Student Number Identifier, Florida then equals the SSN followed by an “X”. The Student Number Identifier – Alias, Florida **will remain constant**. ***IMPORTANT NOTE:*** ANY change to

the Student Number Identifier – Alias, Florida should be communicated to the department. Please contact your EIS technical assistant before changing the Student Number Identifier – Alias, Florida.

After requesting to view the student's social security card or a copy of the card, it is important for the receiving district to ensure that another student in the state is not using the same SSN. Thus, the receiving district will use the Student Locator System and/or the FDOE database files generated for the purpose of determining the application of the correct Student Number Identifier, Florida. The district's PK-12 database reporting staff will coordinate this effort.

If the district determines that another student in the state has been assigned and is using the same SSN, then it is the responsibility of both districts to collaborate and ensure both students are assigned common student identifiers that are unique, verified and accurate. **IMPORTANT NOTE:** ANY change to the Student Number Identifier – Alias, Florida should be communicated to the department. Please contact your EIS technical assistant before changing the Student Number Identifier – Alias, Florida.

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8. How do districts address incorrect social security numbers to ensure high school students are eligible for Bright Futures?

The district must request to view the student's social security card or a copy of the card to determine accuracy of the SSN provided. The Student Number Identifier, Florida then equals the SSN followed by an "X". The Student Number Identifier – Alias, Florida **will remain constant**.

After requesting to view the student's social security card or a copy of the card, it is important for the receiving district to ensure that another student in the state is not using the same SSN. Thus, the receiving district will use the Student Locator System and/or the FDOE database files generated for the purpose of determining the application of the correct Student Number Identifier, Florida. The district's PK-12 database reporting staff will coordinate this effort.

The two student locator options are selected at NWRDC through the CICS, Student Component menu. Districts may select option 25 – Student Location and do a search based on the student's Last Name, Date of Birth and Gender or option 30 – Student Location by SSN and do a search based on the student's ID.

If the district determines that another student in the state has been assigned and is using the same SSN, then it is the responsibility of both districts to collaborate and ensure both students are assigned unique, verified and accurate Student Number Identifiers, Florida. The Student Number Identifier – Alias, Florida **must remain constant**. **IMPORTANT NOTE:** ANY change to the Student Number Identifier – Alias, Florida should be communicated to the department. Please contact your EIS technical assistant before changing the Student Number Identifier – Alias, Florida.

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9. *The student did not provide a SSN upon entering Florida public schools and was originally assigned a Student Number Identifier, Florida and Student Number Identifier – Alias, Florida that begin with the district number. The student later presented her social security card or a copy of the card to qualify for Bright Futures. Is the district allowed to change the Student Number Identifier, Florida?*

Yes, the Student Number Identifier, Florida must be updated. If a student provides his or her social security card or a copy of the card at a later date or the student's SSN is found to be incorrect as entered, the district must update the student's existing Student Number Identifier, Florida so that the correct SSN occupies the first nine positions of the Student Number



Identifier, Florida field followed by “X” in the tenth position. The Student Number Identifier – Alias, Florida **must remain constant**. **IMPORTANT NOTE:** ANY change to the Student Number Identifier – Alias, Florida should be communicated to the department. Please contact your EIS technical assistant before changing the Student Number Identifier – Alias, Florida.

After requesting to view the student’s social security card or a copy of the card, it is important for the district to ensure that another student in the state is not using the same SSN. Thus, the district will use the Student Locator System and/or the FDOE database files generated for the purpose of determining the application of the correct Student Number Identifier, Florida. The district’s PK-12 database reporting staff will coordinate this effort.

Districts may select option 30 – Student Location at NWRDC through the CICS, Student Component menu and, using the student’s SSN followed by an “X”, determine if another student in the state has been assigned and is using the same SSN.

If it is determined that another student in the state has been assigned and is using this student’s SSN, then both districts are responsible for collaborating and ensuring that both students are assigned unique, verified and accurate Student Number Identifiers, Florida. The Student Number Identifier – Alias, Florida **must remain constant**. **IMPORTANT NOTE:** ANY change to the Student Number Identifier – Alias, Florida should be communicated to the department. Please contact your EIS technical assistant before changing the Student Number Identifier – Alias, Florida.

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10. What happens if a student is found to have had an incorrect ID after the close of Survey 2?

The district of enrollment must request to view the student’s social security card or a copy of the card to determine accuracy of the SSN provided. (Note: Districts must request the SSN; however, a student is not required to provide his or her SSN as a condition for enrollment or graduation.) The Student Number Identifier, Florida then equals the SSN followed by an “X”. The Student Number Identifier – Alias, Florida **must remain constant**.

In these cases it is also important for the district to verify that another student in the state is not using the student’s SSN. The district should verify the SSN by using option 30 – Student Location on the CICS Student Component Menu in the state student database system.

If the district determines that another student in the state has been assigned and is using the same SSN, then it is the responsibility of both districts to collaborate and ensure both students are assigned verified and accurate Student Number Identifiers, Florida. The Student Number Identifier – Alias, Florida **must remain constant**. **IMPORTANT NOTE:** ANY change to the Student Number Identifier – Alias, Florida should be communicated to the department. Please contact your EIS technical assistant before changing the Student Number Identifier – Alias, Florida.

During the verification process, districts should collaborate with one another when necessary. To assist districts in the verification process, EIS has created a district contact list and placed it on the database website under User Manual, [Appendix T – District Contacts for Student Identifiers](#). The list identifies designated primary and secondary district contacts with their corresponding phone numbers and email addresses. If the district cannot verify the student’s SSN, then the district should assign a number using the common method procedures outlined in the Florida Student Information Database Manuals in the data element Student Number Identifier, Florida.

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11. What if there was an error in the Survey 2 Student Number Identifier, Florida, which is not discovered until Survey 4?

The district must request to view the student's social security card or a copy of the card to determine accuracy of the SSN provided. (Note: Districts must request the SSN; however, a student is not required to provide his or her SSN as a condition for enrollment or graduation.) The Student Number Identifier, Florida then equals the SSN followed by an "X". The Student Number Identifier – Alias, Florida **must remain constant**.

In these cases it is also important for the district to verify that another student in the state is not using the student's SSN. The district should verify the SSN by using option 30 – Student Location on the CICS Student Component Menu in the state student database system.

If the district determines that another student in the state has been assigned and is using the same SSN, then it is the responsibility of both districts to collaborate and ensure both students are assigned verified and accurate Student Number Identifiers, Florida. The Student Number Identifier – Alias, Florida **must remain constant**. ***IMPORTANT NOTE:*** ANY change to the Student Number Identifier – Alias, Florida should be communicated to the department. Please contact your EIS technical assistant before changing the Student Number Identifier – Alias, Florida.

During the verification process, districts should collaborate with one another when necessary. To assist districts in the verification process, EIS has created a district contact list and placed it on the database website under User Manual, [Appendix T – District Contacts for Student Identifiers](#). This list identifies designated primary and secondary district contacts with their corresponding phone numbers and email addresses. If the district cannot verify the student's SSN, then the district should assign a number using the common method procedures outlined in the Florida Student Information Database Manuals in the data element Student Number Identifier, Florida.

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12. How will the FDOE determine if a student has two non-matching student identifiers (Florida or Alias, Florida)?

The department will identify records for students with similar demographics (F71371) but reported by multiple districts. The report and file contain student records with similar demographics and matched using last name, the first three characters of the first name, birth date and gender. The department will also evaluate these records based on lower than expected FTE claimed by a district and prior school entry and withdrawal dates.

When districts identify such cases, it is the responsibility of each school district that shares the student data to collaborate and ensure the proper assignment of the common student identifiers (Florida and Alias, Florida) to each student. To assist districts in the verification process, EIS has created a district contact list and placed it on the database website under User Manual, [Appendix T – District Contacts for Student Identifiers](#). This list identifies the designated primary and secondary district contacts with their corresponding phone numbers and email addresses.

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13. Will districts be held responsible for incorrect Student Number Identifier, Florida assignments if the initial mistake was made by another district?

Section 1011.622, F.S. states, "The Florida Education Finance Program funding calculations, including the calculations authorized in ss. 1011.62, 1011.67, 1011.68, and 1011.685, shall include funding for a student only when all of the student's records are reported to the

Department of Education under a common student identifier.” Also, 1008.386, F.S., states, “Each district school board shall request that each student enrolled in a public school in this state provide his or her social security number. Each school district shall use social security numbers as student identification numbers in the management information system maintained by the school district. However, a student is not required to provide his or her social security number as a condition for enrollment or graduation. A student satisfies this requirement by presenting to school enrollment officials his or her social security card or a copy of the card.”

Thus, it is the responsibility of all districts who enroll a student to ensure accuracy of student number assignment at the student’s initial enrollment and when a receiving district enrolls a student who has transferred from another Florida public school. Districts must satisfy the requirements of 1008.386, F.S., and will collaborate to ensure assignment of common student identifiers for students who are enrolled in more than one school district.

To assist districts in the verification process, EIS has created a district contact list and placed it on the database website under User Manual, [Appendix T – District Contacts for Student Identifiers](#). This list identifies the designated primary and secondary district contacts with their corresponding phone numbers and email addresses.

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*14. How will districts identify a migrant student’s initial district of entry? Can the student locator file be used?*

July 1, 2013, the FDOE required consistency in the reporting of student identification numbers. If a Florida public school district reported a student in 2012-13, his or her 2012-13 ID should match the ID in 2013-14 and forward.

The Student Locator and the Student Locator File by SSN, options 25 and 30 in the CICS Student Component Menu of the state student database, are tools for districts to use for the search of prior enrollments and identifiers that the sending district assigned to the migrant student. The department will frequently refresh these locators during the course of the school year. The department will also make available and frequently refresh a Student Locator file. Districts can use this file as a tool to locate a student’s proper Student Number Identifier, Florida and Student Number Identifier – Alias, Florida.

Further, to assist districts in the verification process, EIS has created a district contact list and placed it on the database website under User Manual, [Appendix T – District Contacts for Student Identifiers](#). This list identifies the designated primary and secondary district contacts with their corresponding phone numbers and email addresses. Coordination and collaboration with receiving and sending districts will facilitate the assignment of the unique student identifiers (Florida and Alias, Florida) for students who transfer between public schools in the same district and public schools in different school districts.

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*15. As districts verify the Florida student ID numbers for students listed in the duplicate student reports, staff have been contacting parents to obtain a copy of the students’ SSN cards for the students’ cumulative folders because the parents initially wrote the SSN on the registration form. Some parents are not willing or are unable to provide a copy of the card. What should districts do for these students? Should the district remove the SSN and change the Student Number Identifier, Florida to the same as the Student Number Identifier – Alias, Florida?*

Section 1008.386, F.S., requires school districts to request a SSN for the student. If the parent provided the SSN (copy or not) and the SSN coded in the Student Number Identifier,

Florida followed by an “X” is found reported by another district for a different student in Florida, then the district should first contact the other district where the SSN/Student ID is reported to determine if the ID is correctly reported for their student. If the other district determines that the ID is correct as reported (no keying errors, etc.) and the districts are unable to determine to which student the SSN was actually assigned, then both districts should assign a new Student Number Identifier, Florida using the common statewide method described in the Student Information Database Manuals in the data element Student Number Identifier, Florida. If the SSN in question has also been reported as the Student Number Identifier – Alias, Florida, please follow these instructions:

**IMPORTANT NOTE:** ANY change to the Student Number Identifier – Alias, Florida should be communicated to the department. Please contact your EIS technical assistant before changing the Student Number Identifier – Alias, Florida.

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16. *Verification of the student’s SSN is now an important part of a student’s record and FTE funding. Should districts maintain a copy of the student’s SSN card in the student’s cumulative folder?*

Filing a copy of the student’s SSN card is a district decision. Please refer to the statute below that addresses the SSN. There is no requirement for the district to maintain a copy of the SSN card.

**1008.386, F.S. Social security numbers used as student identification numbers. —**

Each district school board shall request that each student enrolled in a public school in this state provide his or her social security number. Each school district shall use social security numbers as student identification numbers in the management information system maintained by the school district. However, a student is not required to provide his or her social security number as a condition for enrollment or graduation. A student satisfies this requirement by presenting to school enrollment officials his or her social security card or a copy of the card. The school district shall include the social security number in the student’s permanent records and shall indicate if the student identification number is not a social security number. The Commissioner of Education shall provide assistance to school districts to assure that the assignment of student identification numbers other than social security numbers is kept to a minimum and to avoid duplication of any student identification number.

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17. *Should the assigned Student Number Identifier, Florida and Student Number Identifier – Alias, Florida used in the district of enrollment as of July 1, 2013 be the “official” numbers for that student, regardless of past enrollment history?*

The student identifiers used in the district of enrollment where the student was enrolled as of July 1, 2013, are the identifiers to use going forward. The exception to this is if the student later presents a social security card or a copy of the card or if a student is reported with the same common student identifiers that were reported for another student. **IMPORTANT NOTE:** ANY change to the Student Number Identifier – Alias, Florida should be communicated to the department. Please contact your EIS technical assistant before changing the Student Number Identifier – Alias, Florida.

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18. *If a student enrolls for the first time in a Florida public school in one public school district but never actually attended school in that district (DNE) and then enrolls and attends the first day of school in another public school district, which Student Number Identifier, Florida and Student Number Identifier – Alias, Florida should be applied in student records for that student ?*

If the student never attended school as expected in the first district and FTE was not previously reported for that student in another public school district, then the district where the student actually attended school and which has reported FTE for the student should be the district to assign the student number identifiers.

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19. *If a home school or private school student has never enrolled in a Florida public school (district of enrollment) but takes a class with FLVS part-time (district of instruction) and later enters another Florida public school, should the second district use the FLVS assigned student IDs?*

Yes, although FLVS part-time was not the first district of enrollment, they were the first public school district to provide instruction and claim FTE for this student, and the second district should use the Student Number Identifier, Florida and Student Number Identifier – Alias, Florida that FLVS assigned. If the student did not initially provide his SSN to FLVS but later presents his SSN to the second district, the district should follow the procedures outlined in the Florida Student Information Database Manuals in the data elements Student Number Identifier, Florida and Student Number Identifier – Alias, Florida. The district will update the Student Number Identifier, Florida to reflect the accurate SSN. The Student Number Identifier – Alias, Florida **will remain constant.** **IMPORTANT NOTE:** ANY change to the Student Number Identifier – Alias, Florida should be communicated to the department. Please contact your EIS technical assistant before changing the Student Number Identifier – Alias, Florida.

For assistance, contact PK-12 Education Information Services

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