



## **STUDENT SUPPORT POLICIES — SECTION 600**

NUMBER: **603**

SUBJECT: SOCIAL SECURITY NUMBERS

LAST REVIEWED: 10/29/2015, 8/10/2017 (NO CHANGES); 6/19/2018 NO CHANGES; 3/1/2023 NO CHANGES

EXECUTIVE COMMITTEE APPROVAL: 3/14/2016; 3/6/2023

BOARD APPROVAL: 3/16/2016

*(PRINTED COPIES ARE FOR REFERENCE ONLY. PLEASE REFER TO THE ELECTRONIC COPY FOR THE LATEST VERSION.)*

### **603.1 REFERENCES**

**1.1** Privacy Act of 1974, 5 U.S.C. 552 A (as amended)

### **603.2 POLICY**

In accordance with the Privacy Act of 1974, applicants for admission and enrolled students are advised that the requested disclosure of their Social Security Account Number (SSAN) to Student Services is voluntary. Students who do not provide the college with the SSAN will be assigned an institutionally generated, specific student number.

### **603.3 PROCEDURES**

- 3.1 The assigned student number or the SSAN will be used to identify such student records for application for admission, registration or enrollment documents, competency reports, completion reports, and permanent records.
- 3.2 The assigned student number or the SSAN will be used to determine eligibility, certify school attendance, and report student status.
- 3.3 No student's assigned number or SSAN will be disclosed to individuals or agencies outside MTECH, except in accordance with the [MTECH Student Records/Privacy Policy 600.601](#).