

APPROPRIATE USE OF STUDENT SOCIAL SECURITY NUMBERS

Faculty and Faculty Support

To reduce the use of sensitive personal identifiers such as Social Security Numbers within the School of Nursing (SON) and implement "Appropriate Use of Student Social Security Numbers" specified by Steven Knapp, and Senior Vice President for Academic Affairs, the SON will no longer collect student Social Security Numbers on Scantron forms or post grades in public areas. Instead, the SON will use the East Baltimore Security Badge Card Number on Scantron forms and grades will be posted electronically on each course website.

The **first six characters** of the security badge card number will be entered as the "I.D. Number" on every Scantron form.

Faculty

Faculty with classes which use the Scantron Scoring System will inform students that they must have an East Baltimore Security Badge. This badge should be carried at all times while on campus. The badge card number will be entered on all Scantron forms.

Preceding or during the first graded activity using a Scantron form, each student should complete an enrollment form which when completed will contain their name and security badge card number. Each enrollment form should be checked to verify the name and badge number were entered properly. The enrollment form can also be used as an answer sheet.

Faculty Support

Before enrolling students into a new course verify the "enrollment setup" is configured to accept a six character "Student ID".

1. Open the ParSCORE course.
2. From the **Options** menu select **Enrollment Setup**
3. Verify **Length of Student ID** displays "6" digits

Scantron Reminders

- a) Ensure that students enter only the first six digits into the "I.D. Number" field from left to right. A badge number looks like this: 123456-7.
- b) Ask students to verify their "I.D. Number" is entered correctly.
- c) Remind students to bubble each response completely with a No. 2 pencil.
- d) Be careful with handling Scantron forms. If the form edges are bent or creased it is more likely they will jam in the scanner.