



Title:	Student Data Policy
Effective Date:	5/3/2016
Last Revision Date:	N/A
Office:	Student Affairs

Student Data Policy

Purpose: The effectiveness of a set of standards may be measured in terms of its purpose. It is the purpose of this set of data entry standards to:

- Reduce duplicate personal identification records through reliable search for existing records.
- Promote search capability through uniform data entry, and
- Promote reporting efforts based on presentation, retrieval and joins of the data

Scope: Names and addresses in LoLA should have a customer-friendly appearance. The objective is to enter names and addresses with mixed case (both upper and lowercase letters) so that when a name or address is printed on correspondence, it looks contemporary and professional.

- Never store the percent symbol (%) in a data field.
- Never store the ampersand symbol (&) except in an address or business name.
- Enter all data using mixed case and standard capitalization rules.
- Spell out all data unless it is necessary to abbreviate words to fit lines into the appropriate fields. Exceptions are made for items in addresses, such as directions.
- Enter punctuation in a name only when it is a part of the official name, or for a single character first name, or for an empty first name.

Policy on Social Security Numbers (SSN): The SSN is required for students, employees, and independent contractors.

- Enter the entire (nine) 9-digit number, omitting dashes and spaces between numbers (e.g. 555491133).
- The SSN is not required for constituents who are friends of the Institution.
- A SSN is not required for international students, unless the student is employed at the Institution.
- Change to Social Security Number
 - A person making a social security number change request must present a new social security number card. Good professional judgment should be used when making error corrections to Social Security Numbers.

Policy on Date of Birth (DOB): The DOB is required for employees and students. An employee or student making a date of birth change request must present a birth certificate or driver's license.



Policy & Procedure No. SA-#003
Northshore Technical Community College

Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	NTCC Chancellor/Appointing Authority	04/29/2016	05/03/2016
X	College Leadership Committee	04/29/2016	05/03/2016
X	Student Affairs Committee	04/29/2016	05/03/2016

Distribution:

Distributed Electronically via College's Internet
All Employee Email Dated 5/3/2016