Student Verification Procedures

Based on updated FERPA regulations, we are to **NO LONGER** use the last four (or any part) of a Social Security Number as verification of a student's identity.

Instead, *please use their date of birth and at least one enrolled course (past, present, or future).* So, when verifying information to either release student protected information or to process an action on the behalf of a student (adding courses, etc.), please ensure you are using this process to identify the student.

In addition, if a student is calling to retrieve or doesn't know their E number (or other protected information) we can **NO LONGER** ask for a SSN to pull their records. If their name is unique and can be found easily in the system, still verify their date of birth and at least one enrolled course as usual; however, if their name is NOT unique (meaning unable to be found in Banner or if Banner returns multiple matches), then the student must either send us a written request with *hand-written* signature to 303 Pierce Hall, Ypsilanti, MI 48197, or may come in person to either Service EMU location, McKenny Hall or the Student Center, with an ID to obtain information.

NOTES:

- For FERPA release forms where the last four of the parent's SSN is required, this is still acceptable as parent information is NOT FERPA protected, so will still be asked for, documented in Banner, and used as normal for this process.

- Incoming students who have NOT YET registered for any course(s) at EMU are NOT protected under FERPA, thus we *can* use a SSN for verification.