



## Student Social Security Numbers in SIM

Student Social Security Number information is no longer generally available in SIM. Access was restricted district-wide coincident with the adoption of the Board's Social Security Number (SSN) Protection Policy in May 2011. This policy establishes the requirements to comply with the Illinois Identity Protection Act. As a result, CPS will no longer generally collect student SSNs as part of the student enrollment process. Further, any collection and use of SSN must be approved in advance by the General Counsel.



High School Counselors have been approved to collect and use student SSNs to facilitate the FAFSA completion project. To do this work, High School Counselors are provisioned in SIM to enter and view student SSN information. The SSN field remains on the student's *Demographics* page, *Overview* tab.

Effective December 2013, schools can now use SIM to track SSNs for undocumented students who are recipients of the Deferred Action for Childhood Arrivals (DACA) program. See page 2 for more information.

1. The **School Counselor** role only has the capability to enter, maintain, and view SSNs.

The screenshot shows the SIM interface with the 'Overview' tab selected. The 'Social Security #' field is highlighted with a red box and contains the value '123-45-6789'. To its right is a checkbox labeled 'Is For DACA Purposes'. Below this are fields for '\*Last name: Wilson' and '\*First name: Olivia'.

2. All other SIM roles do **not** have the capability to view SSNs. Note that the field does not appear for roles that do not have permission to view.

The screenshot shows the SIM interface with the 'Overview' tab selected. The 'Social Security #' field is obscured by a red arrow pointing to the left. Below this are fields for '\*Last name: Wilson' and '\*First name: Olivia'.

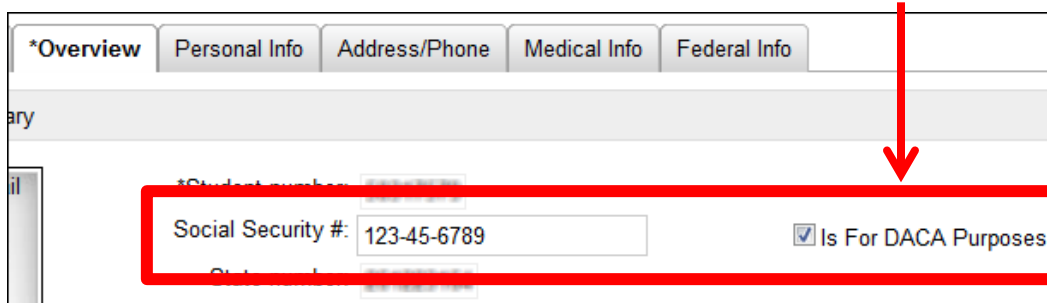


### Tracking SSNs for Undocumented Students

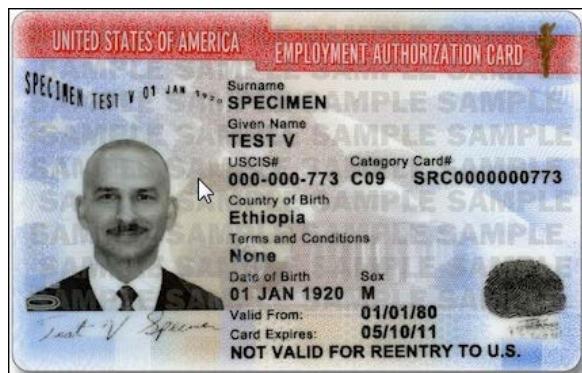
Under the DACA program provided by the United States Citizenship and Immigration Services (USCIS), certain undocumented students who meet strict USCIS guidelines are now being granted SSNs and temporary employment authorization cards (examples of which are provided below). If needed, please contact the Office of School Counseling and Postsecondary Advising for more information on the requirements for DACA.

SSNs for a student who meets these requirements can now be tracked in SIM as follows:

1. A checkbox entitled "Is For DACA Purposes" has been added to SIM, next to the Social Security # field.
2. When entering a number for an undocumented student, the HS Counselor should also check this box, as illustrated in the following screen capture.



Example of DACA Employment Authorization Card



Example of DACA SSN Card

