

Multnomah Education Service District

Code: **IGBAB/JO-AR(2)**

Adopted: 12/20/11

Revised/Readopted: 4/22/13; 8/14/13

Disclosure Statement

Required for use in collecting personally identifiable information related to Social Security numbers

On any form that requests the Social Security number (SSN), the following statement shall appear just above the space for the SSN:

“Providing your Social Security number (SSN) is voluntary. If you provide it, the MESD will use your SSN for record keeping, research, and reporting purposes only. The MESD will not use your SSN to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Please read the statement on the back of this form that describes how your SSN will be used. Providing your SSN means that you consent to the use of your SSN in the manner described.”

On the back of the same form, or attached to it, the following statement shall appear:

OAR 581-021-0250 (1)(j) authorizes districts¹ to ask you to provide your Social Security number (SSN). The SSN will be used by the MESD for reporting, research and record keeping. Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.

The MESD and Oregon Department of Education may also match your SSN with records from other agencies as follows:

The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training and job market trends. The information is also used for planning, research and program improvement.

State and private universities, colleges, community colleges and vocational schools use the information to find out how many students go on with their education and their level of success.

Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

¹OAR 581-021-0220(5) defines school districts to include ESDs.