

Security Policy When Using Documents and Excel Worksheets to Track Attendance

Classroom attendance sheets, documents and reports may present an information security risk if they contain certain personally identifiable information. State law requires government agencies and data collectors to keep personal information confidential.

To protect the confidentiality of student information, the following data items **MUST NOT** appear on any attendance form, document, list, or report. This pertains to both paper documents and unencrypted electronic files.

1. Social Security numbers
2. Driver's license numbers
3. Government identification card numbers
4. Financial account numbers
5. Personal telephone numbers
6. Personal addresses

The following data items **MAY** appear on attendance forms:

1. Student name
2. Program assigned student identification number
 - a. The student identification number must:
 - i. Not be a number listed above.
 - ii. Not be an identification number used for other purposes.
 - iii. Be assigned and used by the program for internal tracking purposes only.
3. Teacher name
4. Address of classroom location
5. Program telephone number
6. Class identification number