

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

TITLE:	Acceptable Identification Process for Student Services Transactions
DIVISION:	Student Services
CATEGORY:	General
REFERENCE:	BP-550 Acceptable Identification Process for Student Services Transactions Policy
NUMBER:	PP-550
DATE OF REVIEW:	January 9, 2019
APPROVAL:	President's Cabinet

Purpose

This procedure complies with Board policy BP-550 Acceptable Identification Process for Student Services Transactions which mandates that all WNCC students (past and present) requesting student services transactions, e.g., transcript requests and financial aid information, must provide appropriate identification prior to any service being provided. This ensures compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

Scope

This policy applies to all Western Nebraska Community College students and alumni.

Definitions

Authorized representative: Any entity or individual designated by a state or local educational authority or an agency headed by an official listed in §99.31(a)(3) to conduct, with respect to federal or state supported education programs, any audit or evaluation, or any compliance or enforcement activity in connection with federal legal requirements. Also includes any individual who has been given written permission by the student to access student services transactions on behalf of the student.

Disclosure: To permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

Education records: Those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution.

Parent: May include a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

Record: Any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

Student: Any individual who is or has been in attendance at an educational agency or institution and regarding whom the agency or institution maintains education records.

Student ID number, user ID, or other unique personal identifier: Identifying number assigned to a student for purposes of accessing or communicating in electronic student information systems. Usually cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Procedure

For each student services transaction students are required to verify his or her identification before any action is taken. Examples of services transactions include, but are not limited to:

- Financial Aid inquiries;
- Registration transactions;
- Transcript requests and releases;
- Cashier transactions;
- Testing services;
- Release of any part of the student record as defined by FERPA; and
- Issuance of a College identification card.

For student services transactions, a student can verify his or her identification through one of the following:

- A series of questions unique to that particular student;
- Producing a College identification card;
- Producing a high school identification card; or
- Producing some other form of identification that is considered a “secure and verifiable document” which means it must be issued by a state or federal jurisdiction or recognized by the United States government and that it is verifiable by federal or state law enforcement, intelligence, or homeland security agencies.

Examples of “secure and verifiable documents” include, but are not limited to:

- State driver’s license;
- State identification card;
- Valid U.S. Passport;
- Foreign Passport w/photo;
- Military ID/Common Access Card;
- Certificate of Naturalization w/photo;
- Certificate of Citizenship w/photo;
- Valid I-551;
- Valid EAH/Temporary Resident;

- Refugee/Asylee I-94 w/photo;
- BIA identification card w/photo; or
- VA Card w/photo

Students needing to take quizzes and/or tests in the College testing center will need to provide photo identification as stipulated by the College's testing center.

College identification cards must state, "For internal Use Only" and can only be issued in person.

Revising this Procedure

This President's Procedure supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, or as new laws require attention.