

VERIFICATION FOR SOCIAL SECURITY OR BIRTH CERTIFICATE PROCEDURE (REC-P005)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process used in Central Records to locate records when a birth certificate is not available and/or a student is applying for social security benefits.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Information and Records Specialist

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Communications Officer

4.0 DEFINITIONS:

- 4.1 Proof of Birth: First grade records are accepted documents for verification.
- 4.2 Tennessee School Register: Grade books located in Central Records for individual schools dating from 1922 through the early 1960's.

5.0 PROCEDURE:

- 5.1 Request for Transcript (ref. REC-P003) form is completed or Social Security cover letter with attached authorization form is received.
 - 5.1.1 Additional information is obtained, i.e. location of school, community, teachers, administration, parents and siblings, which may help with the search of records.
- 5.2 Six years are added to given date of birth. This date is the starting point for records search.
- 5.3 Appropriate Tennessee School Registers are retrieved from storage room.
- 5.4 Rosters are searched for student.
- 5.5 A search using other data provided in 5.1.1 along with district maps is begun if record is not located.
 - 5.5.1 Search may take several days depending on information provided.
- 5.6 When record is located:
 - 5.6.1 Requestor is notified.
 - 5.6.2 If there are other names and data on record they are blocked out for privacy (ref. FERPA).
 - 5.6.3 Copies of record and Tennessee School Register cover are made. One for the Social Security Administration or the Vital Statistics Office or for the student and one to create a cumulative folder for student.



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5.7 Transaction is recorded for future reference.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Request for Transcript ([REC-F003](#))
- 6.2 Tennessee School Register
- 6.3 Family Educational Rights and Privacy Act (FERPA)
- 6.4 District Maps
- 6.5 Social Security cover letter with authorization

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Request for Transcript, TN School Register	Central Records File Room	Indefinitely	Permanent	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/25/03		Initial Release
5/19/04	A	Add Social Security cover letter to 5.1, clarify 5.6.3 and update flowchart
4/22/09	B	Update 2.0 & 3.0 and document number, remove 4.3

9.0 FLOWCHART:

- 9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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