

APPENDIX B

The department identification number system for children with EEN

The superintendent recently adopted policies relating to pupil records as required by the Family Educational Rights and Privacy Act of 1974. Section II (i) relates to the need of the division to monitor and receive information on children with EEN in order to carry out its obligations as mandated in subch. V, ch. 115, Stats. The department subsequently has adopted rules relating to records of children with EEN. Pursuant to s. PI 11.05 (2) (b), districts shall utilize the identification number system provided by the division in those instances where the parent fails to consent to release of pupil records with the child's name.

The identification number system shall utilize certain specific data on each individual and shall meet the following criteria:

(1) Logically descriptive; the unique identifier shall consist of elements which describe some characteristics of the individual being identified.

(2) Simplicity of structure; the elements shall be simple to derive and they must be easily available with a high degree of accuracy.

(3) Capability for automated assignment; the number shall be of such a nature that initial assignment and verification can be accomplished via a computer.

(4) Ease of the manual assignment and retrieval; the number shall be made up of elements that are logical and simple enough for the user to understand.

(5) Confidentiality; assignment of the identification number shall leave the identification of the individual solely with the LEA.

The procedures for assigning unique identification numbers shall be as follows:

Step 1: The first 2 letters of the individual's last name.

Step 2: The individual's birthdate which is the number of month, day and last 2 digits of the year (month, day, year).

Step 3: The individual's sex by code (1 E male, 2 E female).

Step 4: A 2-digit tie breaker, if needed (01, 02, . . . gives 99 possibilities). This provides for the unique identification of 2 or more individuals who have the same first 2 letters of the last name, same birthdate and same sex code.

**Example 1:**  
 DO . . . . . First 2 letters of last name  
 06-15-66 . . Birthdate  
 2 . . . . . Sex code (1=male, 2=female)  
 01 . . . . . Two-digit tie breaker  
 The unique identifier shall read as follows: DO-061566-201

| Name      | Birthdate |
|-----------|-----------|
| Sally Doe | 6-15-66   |

**Example 2:**  
 HI . . . . . First 2 letters of last name  
 06-16-66 . . Birthdate  
 1 . . . . . Sex code (1=male, 2=female)  
 01 . . . . . Two-digit tie breaker  
 The unique identifier shall read as follows: HI-061566-101

|                     |           |
|---------------------|-----------|
| Arnold Higgenbothen | 6-15-66 A |
|---------------------|-----------|

**Example 3: (for needed tie breakers)**  
 HI . . . . . First 2 letters of last name  
 06-15-66 . . Birthdate  
 1 . . . . . Sex code (1=male, 2=female)  
 02 . . . . . Two-digit tie breaker  
 The unique identifier shall read as follows: HI-061566-102

|                    |           |
|--------------------|-----------|
| James Higgenbothen | 6-15-66 A |
|--------------------|-----------|

(Refer to examples 2 and 3—here are 2 children with the same first 2 letters of the last name, same birthdate and same sex code, hence the 2-digit tie breaker shall read 01 and 02, respectively.)

The unique identifiers shall read as follows for examples 2 and 3:

Arnold Higgenbothen HI-061566-101  
 James Higgenbothen HI-061566-102

Whenever districts are required to provide data to the division and parents have not given consent, the material shall be identified with an identification number using the above system.