

# SSN Removal Tool Guidance

## Contents

SSN Removal Tool Guidance .....	1
Purpose .....	1
Active student needs of SSN .....	1
Staff uses for SSN .....	2
Legal Compliance .....	2
Tool Rights.....	2
KDE Recommendations:.....	2
Use the SSN Removal Tool .....	2
SSN Removal Options.....	3
Scheduling Options .....	3
Never Staff nor Student Removal Option .....	3
Former Staff Removal Option .....	4
Former Student Removal Options .....	4
Current/Future Student Removal Option .....	4
All Staff Removal Option .....	4
Review Run History .....	5
Summary Information .....	5
Detailed Information.....	5
Support and Documentation .....	6

## Purpose

The Kentucky Department of Education (KDE), in collaboration with K-12 Solutions, developed the SSN Removal Tool to help districts eliminate Social Security Numbers (SSNs) that are no longer required for reporting or matching current students and staff. Minimizing the use of SSN and the number of SSNs that are stored in local systems reduces the availability of sensitive data in the event of a data breach. Districts retain full discretion over which SSNs to remove.

## Active student needs of SSN

At the state level, there are two known legislative requirements for collection and use of SSN: (1) Kentucky Higher Education Assistance Authority (KHEAA) requires reporting of SSNs for their scholarship programs for Grades 08-14; and (2) the Department of Transportation requires reporting of SSNs for No Pass No Drive beginning at age 15. These requirements are for active students only. Districts may have local uses that should also be considered.

## Staff uses for SSN

As of August 2025, the EPSB ID upload to Enterprise ERP (formerly MUNIS) stopped using SSNs. The state no longer needs Staff SSNs in Infinite Campus. KDE encourages district verification that there are no other local uses.

## Legal Compliance

The district manages student record retention compliance. Check with your local board attorney before using this tool. Refer to the [Record Retention Schedule for Public School Districts](#) published by Kentucky Department for Libraries and Archives for data retention consideration.

## Tool Rights

**The SSN tools require individual tool rights.** Access is not automatically available for users with the Student Information System product security role. These tool rights are available for selection in User Groups but the User Groups rights will not provide any level of access.

- To use the SSN Removal tool, a user must have at least read (R) tool rights to SSN Removal.
- To view the Run History tool, a user must have at least read (R) tool rights to Run History.
- To restore deleted SSNs, a user must have delete (D) tool rights to Run History.

## KDE Recommendations:

- Limit scheduling and restore access to 1–2 users.
- Grant view-only access to additional users for Run History.

## Use the SSN Removal Tool

Tool Search: SSN Removal

The SSN Removal tool allows the district to easily remove any SSNs from the Campus database based on various criteria. **Check with your local board attorney before using this tool.**

This tool will remove Social Security Number (SSN) from Person records via Task Scheduler based on the selected option(s) and selected Effective Date.

- ☐ Remove SSN of persons without any enrollments or district employment records.
- ☐ Remove SSN of former employees who left before the **Effective Date**.
- ☐ Remove SSN of former students who have reached the age of 21 before the **Effective Date**, or who have graduated on or before the **Effective Date**, *unless* the person has a district employment record.
- ☐ Remove SSN of former students who have reached the age of 21 before the **Effective Date**, or who have graduated on or before the **Effective Date**.
- ☐ Remove SSN of students in the selected grade(s) during the active school year or future year:
- |                              |                             |                             |                             |
|------------------------------|-----------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> All | <input type="checkbox"/> 00 | <input type="checkbox"/> 01 | <input type="checkbox"/> 02 |
| <input type="checkbox"/> 03  | <input type="checkbox"/> 04 | <input type="checkbox"/> 05 | <input type="checkbox"/> 06 |
| <input type="checkbox"/> 07  | <input type="checkbox"/> 08 | <input type="checkbox"/> 09 | <input type="checkbox"/> 10 |
| <input type="checkbox"/> 11  | <input type="checkbox"/> 12 | <input type="checkbox"/> 14 | <input type="checkbox"/> 96 |
| <input type="checkbox"/> 97  | <input type="checkbox"/> 98 | <input type="checkbox"/> 99 |                             |
- ☐ Remove SSN of ALL employees unless active year line of enrollment exists.

**Effective Date**

07/01/2024

**\*SSN Tool Frequency**

☒ Once ☐ Monthly ☐ Weekly ☐ Daily

**Start Date/Time**

07/10/2025 04 ...



It is recommended to run this tool outside of the school day.

Save

1. Check the box next to the process you wish to perform. You can check more than one box.
2. Enter the effective date. This date affects the SSN Removal options that have "before the Effective Date" in the description.
3. Select how often the SSN Removal tool will run the selected processes. You can select "Once" if you do not wish to set up an automated schedule.
4. Select the future Date/Time that the process will run. KDE recommends scheduling the job outside of the school day.
5. Select "Save" to schedule the tool to run at the selected date and time.

## SSN Removal Options

### Scheduling Options

- **Effective Date**
  - This is the date used by the removal options with "Effective Date" in the title. It has no effect on the other options.
- **SSN Tool Frequency**
  - Select Once, Daily, Weekly or Monthly to set when Task Scheduler will run the SSN Removal Tool.
- **Start Date/Time**
  - The time of the day that the Task Scheduler will run the SSN Removal Tool. Note: KDE recommends that this is set to a time outside of school hours.

### Non-Staff/Non-Student-Only Removal Option

- **Remove SSN of persons without any enrollments or district employment records.**
  - This will remove the SSN of anyone in Campus who does not have any associated Enrollments, District Employment records, or District Assignment records.
  - If schools have collected social security number for guardians and others in the past, districts should review their policies and only collect/retain SSNs when there is a specific need.

## Former Staff Removal Option

- **Remove SSN of former employees who left before the Effective Date.**
  - This will remove the SSN of staff in Campus whose District Employment and District Assignment records have an end date prior to the Effective Date and have no enrollment records in the active year.
  - If the district has created enrollments for staff, or set up an active student as staff, the Remove SSN of ALL employees will not remove the SSN.

## Former Student Removal Options

A student is considered **Graduated** if Diploma Date is on or before the Effective Date. Diploma Date should only be used for high school. However, we have seen diploma date entered for elementary and middle school students. If a non-high school graduation diploma date exists for current high school students, their SSN would be removed.

The state published ad hoc report, **ENR - G Codes on Enrollments Under 11th Grade** should be used to correct erroneous diploma dates before using either of these options.

- **Remove SSN of former students who have reached the age of 21 before the Effective Date, or who have graduated on or before the Effective Date, unless the person has a district employment record.**
  - This will remove the SSN of former students in Campus who are either a.) 21 years old or b.) who have graduated based on the effective date. There will be an exception made for students who have a District Employment or District Assignment record in any year.
- **Remove SSN of former students who have reached the age of 21 before the Effective Date, or who have graduated on or before the Effective Date.**
  - This will remove the SSN of former students in Campus who are either a.) 21 years old or b.) who have graduated based on the effective date.

## Current/Future Student Removal Option

The grades listed are from all enrollments in your district. KDE recommends excluding grades 8-14 since districts need to report SSN to KHEAA and No Pass No Drive.

- **Remove SSN of students in the selected grade(s) during the active school year or future year.**
  - This option will remove the SSN of students whose most recent enrollment is in one of the grades checked by the user.
    - The most recent enrollment is the one with the latest start date per student which might be in a **future year or active year**.
    - The job includes enrollments marked as no show and those from excluded calendars, enrollments and grade levels.

## All Staff Removal Option

Unless the district has requirements requiring use of SSN for staff, it is safe to use this option since the ESPB upload to Enterprise ERP (formerly MUNIS) no longer uses SSN for matching.

- **Remove SSN of ALL employees**
  - This will remove the SSN of all people with a District Employment or District Assignment record who have no enrollments in Campus.

# Review Run History

Tool Search: Run History

## Summary Information

The **Run History** tool provides historical data related to each instance of SSN Removal tool being used including

- counts of identity records and unique persons that had SSN removed
- options that were selected
- red font to indicate that the run has been restored.

Run History ★

SSN Removal - Run History

Run History

Run Date: Jun 26 2025 5:53PM

SSN Removed: 15867 (Unique Persons: 8741)

Settings Last Modified: Jun 26 2025 5:52PM by System Scrambled Administrator

Effective Date: 07/01/2024

Options:  
Remove SSN of former students who have reached the age of 21 before the **Effective Date**, or who have graduated, *unless* the person has a district employment record.

Details

Restored: Jun 26 2025 5:58PM by System Scrambled Administrator

Run Date: Jun 26 2025 5:52PM

SSN Removed: 1240 (Unique Persons: 646)

Settings Last Modified: Jun 26 2025 5:51PM by System Scrambled Administrator

Effective Date: 07/01/2024

Options:  
Remove SSN of former employees who left before the **Effective Date**.

Details

## Detailed Information

Selecting **Details** opens a view listing individuals who had their SSN removed.

Run History ★

SSN Removal - Run History

Back

Run History - Jun 26 2025 5:52PM

SSN Removed: 1240 (Unique Persons: 646)

Settings Last Modified: Jun 26 2025 5:51PM by System Scrambled Administrator

Effective Date: 07/01/2024

Options:  
Remove SSN of former employees who left before the **Effective Date**.

Restore

Full Name	All Identities
XXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXX (2)	XXXXXXXXXX
XXXXXXXXXX (2)	XXXXXXXXXX
XXXXXXXXXX (4)	XXXXXXXXXX
XXXXXXXXXX (2)	XXXXXXXXXX
XXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXX (2)	XXXXXXXXXX

1 2 3 4 5 6 7

1 - 100 of 646 items

- **Restore**
  - Available for 30 days.
  - Will restore all the social security numbers that were removed by a run.

- **Full Name**
  - List of individuals who had their SSN removed.
  - Count of identity records when the person had SSN removed from more than one identity record.
- **All Identities**
  - List of identities who had their SSN removed.

## Support and Documentation

Campus partner, [K-12 Solutions Group](#) created the tool. If the district is having technical problems with the tool, send a case to Campus Support.

Documentation is available on K-12 Solutions website at these links or from the tools within Infinite Campus.

- [SSN Removal Help](#)
- [Run History and Restore SSNs Help](#)

The small ? icon on the right side of the tool header opens K-12 Solutions documentation for the tool.

