MSD: Student Records Responsibility, Legal Name, and SSID Coordination

The District shall maintain accurate, pertinent records on all students enrolled in the District and shall assure the privacy and confidentiality of those records. Students shall be registered and permanent records shall be maintained under the legal first, middle, and last name shown on the student's birth certificate or other identification accepted for registration. This does not preclude use of a preferred name in daily school activities when consistent with lawful parent direction, court documents, and District practice, provided the student's legal name is maintained in official records and in reports transmitted to the Utah State Board of Education.

The District shall use the Statewide Student Identifier system for enrolled students and shall display the SSID on transcripts exchanged with other districts, charter schools, and Utah public institutions of higher education when required. The SSID shall be an arbitrary number and may not contain personally identifying information about the student.

Source: MSD Policy 6030, Student Records Policy, approved 2022; MSD Policy 6000, Eligibility and Admissions Requirements, approved 2026.