

ADMINISTRATIVE POLICY
STUDENT IDENTITY VERIFICATION

This policy pertains to employees and students.

Verifying a student's identity is an important task that helps keep student data secure and maintains the integrity of academic records. This policy ensures Fox Valley Technical College complies with federal regulations.

Employees and contingent workers at Fox Valley Technical College are required to verify a student's identity before releasing any information. The information released must align with the scope of their assigned job duties. Staff must verify a student's identity before changing information on a student record, updating a student's account password, changing multi-factor authentication settings, and/or providing a Student ID card. Student identity verification happens electronically using secure login when students access college systems.

Fox Valley Technical College provides staff with Student Identity Verification Procedure documentation. Staff must follow the procedural documentation when verifying student identity and adhere to FERPA guidelines. Procedures for verifying system access and online learning are included in the documentation.

Related resources:

Family Educational Rights and Privacy Act Compliance
Student Identity Verification Procedure

Adopted: 08/12/24

Reviewed: 07/23/24

Revised: NA