



**SOMETHING
FOR EVERYONE**

Session 1.3

BioDemographic Best Practices

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Overview



- Input, Updates and Data Reporting
- BioDemographic updates
- Name, address, email, phone updates
- Residency, reciprocity, tuition agreements
- SSN, SIN, DOB, Citizenship, Military updates
- Transgender Issues in Higher Education
- Gender updates
- Other BioDemographic updates or issues?
- On-going sharing of YOUR best practices throughout session

Input, Collection and Data Reporting



- To best serve our institutions and with our obligation to state/provincial and federal data collection, we collect various data elements
- Collection versus updates
- Admission versus Student Records
 - Other?

BioDemographic Updates



- Name
- Address, email, phone
- Residency/reciprocity/tuition agreements
- SSN/SIN
- DOB
- Gender
- Marital status
- Citizenship
- Military status
- Other?

Name Updates



- Legal documentation
 - Marriage license
 - Divorce decree
 - Certificate of naturalization
 - Court-petitioned name change
 - Other? SS card?
- Legal versus preferred name options
 - Professional versus legal
 - Releasing and publishing information (data requests, directory)
- Update archived records or within ___ years of non-enrollment

Address, email, phone updates



- Primarily student-driven within SIS
- Any tips or tricks to encourage students to keep their info up-to-date?
- Implementation & execution of emergency notification procedures

Residency, reciprocity, tuition agreements



- Residency
 - Variations of who determines/updates/reports
 - Depends upon institutional/state procedures
 - Supporting documentation needed
- Reciprocity
 - Straightforward – input what State has approved
- Other tuition agreements
 - Primarily based upon state of residence and proof of home state residence

SSN, SIN, DOB, Citizenship, Military updates



- Need actual documentation based upon discrepancy issue (SSN or SIN card, birth certificate, driver's license, passport, alien registration card, etc.)
- Collaboration with International Program offices (SEVIS)
- SIS Military/Veteran tracking?

Transgender frequency



- Between 1 in 250 and 1 in 500
- Approximately equal distribution of MTF and FTM

Transgender Issues in Higher Education



- Name changes
- Gender changes
- Gender neutral restrooms
- Single gender schools
- Athletic Eligibility
- Financial aid issues
- Residence life challenges
- Language, customer service
- Forms and databases

Gender update practices



- Letter of support from mental health professional (Ohio State University & University of Maryland)
- Request to have preferred name used on class rosters & throughout various university systems – don't need to have legal name changed first (University of Michigan & University of Massachusetts – Amherst)
- Can request name change on ID card prior to a legal name change (University of Vermont)
- Name and gender must match SSA records (Cornell University)

Gender updates cont.



- Gender friendly forms
 - “Gender: Male, Female, Transgender” (Oberlin College & University of Hawaii)
 - “Gender: _____” on housing applications (Tufts University & University of Oregon)
 - “Describe your gender identity history” (Wesleyan University – campus health services, wellness and sexual health visit)
 - Gender-neutral options for housing (Brown University)

Gender updates



- Implications for statistical tracking and reports
 - Institutional
 - State
 - Federal (IPEDS?!?)

Marital status



- Updated in SIS?

Online Directory



- Include students and their biodemo info online directory
- What information do you include?
- Provide opt out options?
- Technology (smart phones, residence hall phones not activated, etc.)
- Use institutional email or a preferred email

Other Biodemographic updates or issues?



Thank you for your discussion!

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