

Preferred First Name Change for Student Records

Complete this form to request a change in the name used in your or your child's student records (first name only). Submit the form to the Principal of the school. The student's preferred name will appear on all of the student's records unless otherwise required by law. These changes will be reflected in student records from the point of request and moving forward; past records will not be updated unless required by law. Students who are required to register as sex offenders must get a court order to legally change their name.

Phone: _____

Student's Legal Name (first and last): _____

Student ID #: _____ Date of Birth: _____

Student's Preferred First Name: _____ **(Please Print)**

I hereby state that I intend to use this name consistently in the District for all intents and purposes, and that my name is not being changed for fraudulent reasons.

I understand that while the District agrees to make reasonable efforts to facilitate the use of my Preferred First Name, the District is not responsible for the policies adopted by other outside organizations and agencies, including the Pennsylvania Department of Education, and their use and/or recognition of my Preferred Name in their records or documents.

Student Signature: _____ **Date:** _____

Parent/Guardian(s) Signature (required for students under 18*): _____ **Date:** _____

***Note:** If the signature of the Parent/Guardian cannot be obtained, Student is required to contact the District's Director of Pupil Services prior to submitting this request.

Office Use Only:

Date Form Received by Director of Pupil Services: _____

Form reviewed by Staff Name: _____ Staff Signature: _____

Send completed form to Director of Pupil Services:

- 1) Name change in eschools DATE _____
- 2) Password change to Google/email for student access DATE _____
- 3) PIMS change for child accounting and gender reclassification DATE _____
- 4) File changes on hard copies of student cumulative records DATE _____

