

**PITT COUNTY SCHOOLS  
Name Change Parental Notice Form**

Dear Parent/ Guardian:

***Pursuant to Section 115C-76.45 of the North Carolina General Statutes, schools are required to provide notice if a student requests to change their name in school records or for school personnel to call them by a name not listed in school records.***

Your child, \_\_\_\_\_, has requested to be referred  
*(student's legal name)*  
to as \_\_\_\_\_. Prior to updating any records or  
*(student's preferred name)*  
referring to your child by the preferred name, the form below must be completed and returned to the school. This document will be retained in your child's student record. If you elect to have your child referred to by the preferred name, please know that it cannot be listed on documents that require the use of the student's legal name(e.g. diplomas, IEPs, transcripts, etc.).

Sincerely,

\_\_\_\_\_, Principal

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Please select one of the options below and return the form with your signature to an administrator at your child's school in person or by email to \_\_\_\_\_.

I agree with my child being referred to as \_\_\_\_\_.  
*(student's preferred name)*

I do NOT agree to a change in my child's preferred name.

\_\_\_\_\_  
**(student signature)**

\_\_\_\_\_  
**(date)**

\_\_\_\_\_  
**(parent printed name)**

\_\_\_\_\_  
**(parent signature)**

\_\_\_\_\_  
**(date)**