# Preferred First Name Change Request form Instructions

1. Parent and student complete and sign the **Preferred First Name Change Request** form. If the student is under the age of 18, the student and parent will complete and sign the Preferred First Name Change Request and the parent’s signature will be required.
2. The parent(s) or the student will submit the name change form to the Principal.
3. The Principal will approve or deny the name change. If the Name Change is Approved:
	1. The Principal will notify the employees qualified to make the requested changes in the school systems. This may include the Enrollment Coordinator, the Registrar, the Systems Manager, Technology Director, and others as necessary.
	2. School staff (teaching and support staff) will be notified.

For divorced families, family 1 or family 2 can sign the **Preferred First Name Change Request** form unless there is a parental consent note indicating there is family court documents on file at the school.

The **Preferred First Name Change Request** form will be stored in the student’s cumulative folder. It will not be sent outside of the district.

The **Preferred First Name Change Request** information and form will be included in the Student Handbook.

The family is responsible for name change updates.

If the student’s name is legally changed, but gender has not legally changed yet, use the gender identity area on the **Preferred First Name Change Request** form.

*(Keep this page for your information, return the second page to iForward.)*

# Preferred First Name Change Request form

To request a change of name for a student’s records (first name only) please submit this form to the Principal of their school. Upon parents approval (if student is under the age of 18) the student’s preferred name will appear in Class, in computer systems that do not need to Integrate (Acellus, Rosetta Stone, etc.), on the student’s Google Drive, on the student’s Global Email address (the name others see), as the yearbook published name, in the Good News, in school newsletters, on classroom Certificate of Achievements, at School Events (graduation ceremony), and in Social Media posts.

The student’s legal name will still appear on the diploma, scholarships, report cards, progress reports, transcripts, attendance, local and state testing, computer programs that need to integrate and can only do so with matching names, and other areas necessary for legal documentation and state/federal reporting.

This change will be reflected from the date of approval onward. 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 and cannot use the Preferred First Name Change form.

**Student’s Legal First and Last Name (Please print legibly):**

**Date of Birth**

**Student’s Preferred First Name:**

Gender Identity **(circle one):** Male (he/his) Female (she/her) Neutral (they/them)

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 the School District of Grantsburg agrees to make reasonable efforts to facilitate the use of my Preferred First Name. The School District of Grantsburg is not responsible for the policies of outside organizations and agencies, including the Wisconsin Department of Education, and their use and/or recognition of my Preferred Name in their records or documents.

Student Signature  **\_\_\_\_**

Parent/Guardian Signature  *(Parent/Guardian Signature required for students under the age of 18)*

Date \_

Date

**Office Use Only:** Date office received

Form approved by Administrator Name:

Form approved by Administrator Signature

Date of name change

Staff initials