

DISTRICT POLICY REGARDING A STUDENT'S NAME

- Whatever is written on the child's birth certificate on the name line is the student's name. NO EXCEPTIONS!
- If the parent does not agree with the name on the birth certificate, they may go to court and have it legally changed, which is their right. However, we will use the name as it appears on the name line of the birth certificate until a document showing legal change of name from a court of law is presented to the child's school.
- On some birth certificates there may be a first and middle name followed by two more names; these are usually the mother's maiden name and the father's last name. Simply hyphenate the last two names and that will act as the child's last name (similar to a woman in this country who retains her maiden name followed by a hyphen and her husband's last name).
- Some children enter our school system without a birth certificate but have a visa. Since a birth certificate is needed to obtain a visa, whatever name is written on the visa will be considered the child's name. Again if the parent does not agree with the name on the visa, they may go to court and have the name legally changed.