

**324 ESTABLISHMENT OF AND CHANGING OF STUDENT NAMES**

- 324.01 In order to promote the confidentiality of student records, to prevent record keeping errors and to facilitate orderly changes in student names, the District will honor only those name changes which have been authorized by court order upon proper notice of that order being provided to the District.
- 324.02 Individual student records shall only be in the legal name of a student, which shall be taken from the student's birth certificate or from a circuit court order. In the absence of either of these original sources, the District may accept, as evidence of the student's legal name, a baptismal certificate or other religious document, a social security card or another verifiable form of governmental identification.
- 324.03 The District will not honor informal, non-judicial changes in student names whether upon the request of the student, a custodial parent or a third party. Specifically, a common law declaration of a name change by a student, his/her parent or custodian will not be honored by the District.

Adopted: November 8, 2004  
Revised July 23, 2007