



SAN MATEO UNION HIGH SCHOOL DISTRICT

POLICY BULLETIN

Names of Pupils for Purposes of School Records

DATE: August 31, 2018

POLICY: The purpose of this bulletin is to establish uniform policy and procedures for identifying and indicating the names of pupils for purposes of school records. This bulletin applies only to school records maintained by the San Mateo Union High School District.

GUIDELINES: The following guidelines apply:

I. Introduction

The guidelines contained in this bulletin relate to the names of pupils for purposes of school records. A parent or legal guardian may request registration of a child under an additional name differing from the child's legal name as provided herein. Below are the legal documents to verify the student's legal name. Additionally, information is provided in cases when a parent, through formal court proceedings, changes the students name and its requirements. Furthermore, information is provided for students choosing to use a nickname or transgender names and its requirements.

II. Official Legal Name

A. The official legal name of a pupil shall be the name that appears on one of the following documents, submitted by the parent/guardian/caregiver:

1. Certificate of birth
2. Baptism certificate duly attested
3. Passport Affidavit for Unofficial Change of Name of Minor in SMUHSD Pupil Records
4. Health office or vital statistics record of birth date
5. Affidavit of the parent, legal guardian, or custodian of the minor.
The affidavit must certify the birth date and must also state that a certificate of birth is not obtainable.
6. A letter from the **Bureau of Public Services** may be accepted in lieu of one of the above types of proof if such letter verifies the birth date of the child according to **Department of Public Services Records** and includes a statement of how the birth date was verified.

B. Pupils admitted to District schools shall be enrolled under the surname shown on the official document, as noted above, that is presented at the time of admission.

III. Legal Change of Name

A. When the name of a child is changed by appropriate court proceedings, such as by adoption or change of name proceedings, that name is the official legal name of the pupil for all purposes, including school registration.

- B. Upon the submission of proper evidence of the court action, the official name in school records may be changed to reflect the legal name change.
 - 1. A copy of the court document reflecting the legal name change should be retained in the pupil record.
 - 2. Pupil records created under the student's former name must be kept with the former name. These records, however, should be cross-referenced with the new name.
 - 3. All pupil records created after the receipt of appropriate court documentation of the name change should reflect the new name.

III. Unofficial Change of Name by Affidavit Procedure

- A. When the parent/legal guardian with legal custody of a child requests that the child be enrolled in school under a name different from that appearing upon documentary proof of age or school records (Section II, A), this may be accomplished by completion of an Affidavit for Unofficial Change of Name of Minor ([Attachment A: Affidavit for Unofficial Change of Name of Minor in SMUHSD Pupil Records](#))
- B. The parent/legal guardian must complete the Affidavit and provide it to the Attendance and Welfare Office along with the following information:
 - 1. The signature of the applicant parent/legal guardian shall be verified by some proof of identification (e.g., driver's license, passport).
 - 2. If only one parent or a legal guardian presents the Affidavit, the parent/legal guardian must also provide official documentation that he/she has legal custody and has the authority to make this request.
- C. The Attendance and Welfare Office must also document the date the Affidavit was received, verified, and entered, as noted on the attached Affidavit.
- D. After the Attendance and Welfare Office accepts and verifies the contents of the completed Affidavit, the school may change the name of the student in the enrollment screen of the Student Information System and indicate the unofficial name as an "Also Known As" in the cumulative folder. In the cumulative folder and registration card, data should be cross-referenced. The notation may be made as follows:

Jones Surname by which the child is now known	(Smith) Surname appearing on the birth certificate or other official documentation of the student's legal name	John First Name	Jay Middle Name or initial
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IV. Nickname and Preferred Names

- A. As of February 1, 2016, nicknames are to be entered in the Preferred Name field in the Student Information System. Doing so causes the desired name to appear on teacher rosters, but not on official records and documents such as report cards and transcripts.
 - 1. The data entered in the Preferred Name field is at the discretion of the school site administrator.
 - 2. In cases where a nickname will be used for a student, there is no need to complete the attached affidavit, as this is an informal reference to a student.

3. For specific data entry instructions and more details contact the Director of Student Services.

ATTACHMENT:

Attachment A: Affidavit for Unofficial Change of Name of Minor in SMUHSD Pupil Records

AUTHORITY:

California Code of Civil Procedure Section 1275 et seq.

Education Code Section 48002

Family Code Section 2080

Health and Safety Code Sections 103430, 103435

Welfare and Institutions Code Section 366.3

Board Rule 2001

ASSISTANCE:

For assistance or further information, please contact:

Donald Scatena
Director, Student Services
(650) 558-2257



**SAN MATEO UNION HIGH SCHOOL DISTRICT
STUDENT RECORDS AND ENROLLMENT POLICY**

**SAN MATEO UNIFIED HIGH SCHOOL DISTRICT
AFFIDAVIT FOR UNOFFICIAL CHANGE OF NAME OF MINOR
IN SMUHSD PUPIL RECORDS**

I, _____, being the natural mother/father or legal guardian with
Print full legal name of applicant

legal custody of _____ hereby request that my child, who is officially
Print full legal name of student
known as:

_____ Female Male
First Middle Last

from this day forward. I understand that this form applies only to pupil records maintained by the San Mateo Union High School District, that my child's legal name must remain on the official pupil records, and that this form does not substitute for an official name change which would require a court order.

Check one:

1. The natural father/mother of the child herein referred to is deceased.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. The natural father/mother of the child no longer has legal custody over the child (please see attached court documents).	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. The natural father/mother, who has legal custody and the right to make educational decisions for the child herein referred to, consents to the change of name herein proposed by his/her/their signature(s) below. Check one: <input type="checkbox"/> YES (if "Yes", both parents must sign below) <input type="checkbox"/> NO I consent to the change of name herein proposed. _____ Signature of Natural Mother of the Child Herein Referred to Date _____ Signature of Natural Mother of the Child Herein Referred to Date		

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____ Print Name of Applicant _____

Signature of Applicant _____

Applicant is (check one): Parent Legal Guardian

FOR SCHOOL TO COMPLETE:

Date received: _____ Date verified: _____ Date Entered: _____ Initial: _____