

INDEPENDENT SCHOOL DISTRICT 196  
Rosemount-Apple Valley-Eagan Public Schools  
*Educating our students to reach their full potential*

Series Number 505.3AR Adopted May 1987 Revised September 2018

Title Student's Name on School Records

1. **Source of Name**

1.1 District 196 will use the name from the student's birth record on official school records, except under the following conditions.

1.1.1 If a student has been legally adopted and legal documentation is provided, the district will use the student's name from the court order, decree or certificate of adoption.

1.1.2 If a student has received a court-ordered name change, the district will use the student's name from the court order.

1.2 District 196 personnel will record only the name as defined above on all official district records and papers. When in doubt, district personnel shall ask for documentation (production of birth record, court-ordered name change, etc.)

1.3 District 196 personnel may use a student's preferred name or nickname in conversation and on unofficial records.

2. **Name Change** – Requests to change a student's name on official school records must be accompanied by documentation of a legal name change in the form of a court-ordered change or legal adoption.