



Add Nickname to Focus Demographic Screen Request Form

By submitting this form, I am requesting that an alternate first name be added to the Focus demographic screen in the Nickname field and will be used by school personnel in referring to my child.

Student legal name in Focus: (Please print)

Last First

Requested Nickname: (Please print) _____

I understand that adding this name to the Focus demographic screen will not impact the way that my name appears on class rosters, report cards, transcripts, diploma, or other legal documents.

I understand that adding this name to the Focus demographic screen will replace my legal first name that appears on district email and other Office 365 applications and will be used by school personnel in referring to my child.

Student signature Date

Parent/Guardian signature Date

Principal (or
designee) Date

Parent: Please return this form to your child's school administration for review. Once reviewed, a copy will be retained in your child's cumulative record.