

## Requesting a Change of Name on Permanent School Records Parent/Guardian Form

Student Accounting

All students enrolled in Minneapolis Public School are required to have full legal name as the student's primary information. This name is used on the student's academic records and any statutory reporting. Legal name is required by Minnesota statute and MPS policy and should be verified by birth certificate or other legal documentation. If you need to request a legal name change you may complete the following and bring this along with appropriate documentation to your student's school of enrollment.

1) Complete the following student information.

Current Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Suffix: \_\_\_\_\_

New Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Suffix: \_\_\_\_\_

Student Id Number: \_\_\_\_\_ Birth Date of Child: \_\_\_\_\_

2) In the case of guardianship changes, please complete the following section.

Parent/Legal Guardian's Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Legal Guardian's Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

- 3) Bring this form and copies of your legal documentation to the student's school of enrollment. In the event the name is changed by adoption or other court proceedings, the revised birth certificate or other appropriate legal document must be presented in order to change existing records.
- 4) The school will make copies of your documentation to send to Student Accounting to process the name change. Please note, legal name changes may take up to a week to process.
- 5) The students' display name for their email account will be updated with the students' legal name. However, the username/email address itself will not change. To learn about username/email address update requests please email [studentemailupdate@mpls.k12.mn.us](mailto:studentemailupdate@mpls.k12.mn.us)

Official student records (transcripts, supplemental transcripts) should have student legal name.