

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.

When a parent/guardian wishes to have their student's legal name changed on their permanent school records they need to follow the appropriate steps and provide documentation of the legal name change.

- 1) The legal name change form available on Student Accounting's public website for parents to complete which provides them with instructions for next steps. If you prefer to print and send this form select [Name Change Form](#).
- 2) Parents are informed to bring a copy of the Name Change Form and any legal documentation to the school to complete the process.
- 3) Make of copy of the documentation showing proof of legal name change (amended Birth Certificate, Adoption Forms, Court Orders, etc.).
- 3) Forward a copy of this form and the documentation to [Student Accounting](#) to have the name changed on the Student Information System. The name change will not be complete until these copies are forwarded to Student Accounting.
- 4) Student Accounting will make the name changes on Campus and update the name change with MN Department of Education.
- 5) Changing a student's username/email address does require an extra step for parents as indicated on the form.

Notes:

The legal name and gender fields should only have the student's legal information and should not include any preferred names, nick name or other notations. No nicknames in parentheses for example.

Preferred names are used only in conjunction with the Preferred Name/Gender Change Request Form which is located on the Equity and Integration Department website under the Out4Good LGBT page.