



## Board of Education

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### Student Information System Chosen Name Update Permission Form

NCDPI announced an update which adds a new Preferred Name field for students to have their preferred name listed across the student information system. Preferred Name will be displayed in most areas within the Student Information System, including state reports, student report cards, teacher grade book, etc. The only report that will display the Legal Name is the Official NC Transcript.

Students are required to have both legal and preferred names listed within Student Information System Preferred Name will reflect Legal Name unless a student has requested an update.

### Student Information

Legal First Name \_\_\_\_\_

Legal Middle Name \_\_\_\_\_

Legal Last Name \_\_\_\_\_

Preferred First Name \_\_\_\_\_

Preferred Middle Name \_\_\_\_\_

Preferred Last Name \_\_\_\_\_

### Signatures

By signing below, I acknowledge that I am requesting a Preferred Name Update within the Student Information System which will reflect on student records excluding Official NC Transcripts.

Name of Student \_\_\_\_\_

Signature of Student \_\_\_\_\_

By signing below, I acknowledge that I give permission for my student's school to update my student's Preferred Name within the Student Information System which will reflect on student records excluding Official NC Transcripts.

Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_