

Demographics – Name Deviation Form Entry

The Name Deviation Consent form authorizes school personnel to use the parent/guardian-approved name/nickname for the student. Parents may submit this request via FOCUS or by completing and turning in a hardcopy of the form to the school.

Florida Administrative Code [6A-1.0955](#): Education Records, requires school districts to develop a form to obtain parental consent whereby parents may specify the use of any deviation from their child's legal name in school. Without this consent, school personnel are obligated to use your student's legal name as it appears on their birth certificate.

Online Acknowledgement

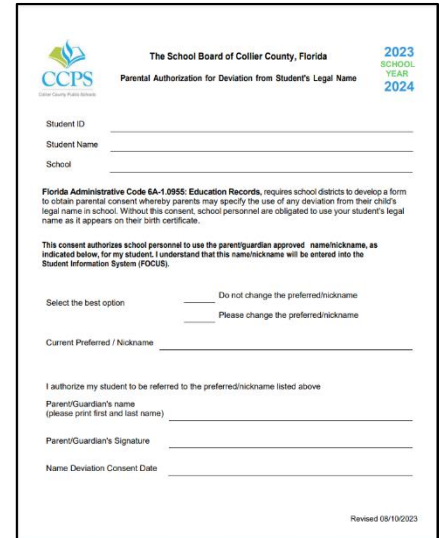
This form can be completed online. If a parent completes the form online via FOCUS, it is submitted to the Administrator for approval. Once approved, the information is automatically updated in the system.

Distribution

Although it is ideal to have the parent complete the form online, hardcopies are available. Hardcopies can be obtained via the District website > Forms > School Administration and must be entered into FOCUS manually.

Entering

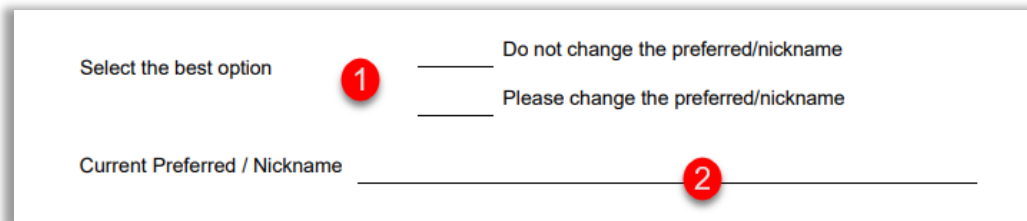
As parents return paper forms, you must enter/update the information in FOCUS. Name Deviation information is entered on the student demographics.



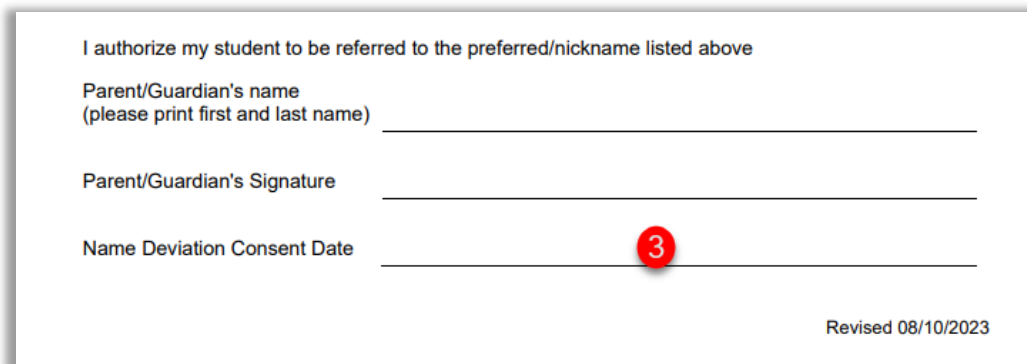
The form is titled "Parental Authorization for Deviation from Student's Legal Name" and includes fields for Student ID, Student Name, and School. It contains a section for selecting the best option (Do not change the preferred/nickname or Please change the preferred/nickname) and a field for Current Preferred / Nickname. The form also includes a signature line for the Parent/Guardian and a date field for the Name Deviation Consent Date. The form is dated 2023 School Year 2024 and includes a reference to Florida Administrative Code 6A-1.0955.

The School Administrator MUST APPROVE all Name Deviation forms before entry.

You can proceed with entry once approved by your school administrator.



Select the best option **1** ☐ Do not change the preferred/nickname
☐ Please change the preferred/nickname
 Current Preferred / Nickname **2** _____



I authorize my student to be referred to the preferred/nickname listed above
 Parent/Guardian's name (please print first and last name) _____
 Parent/Guardian's Signature _____
 Name Deviation Consent Date **3** _____
 Revised 08/10/2023

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From the Student Demographics screen:

1. Enter Name Deviation Selection

Demographics > Re-enrollment Form Data > Name Deviation Selection

**DO NOT FORGET TO
CLICK SAVE.**

2. Enter Preferred Name

Demographics > Preferred Name field

**DO NOT FORGET TO
CLICK SAVE.**

3. Enter Name Deviation Consent Date

Demographics > Re-enrollment Form Data > Name Deviation Consent Date

**DO NOT FORGET TO
CLICK SAVE.**

Preferred Name will display in search results. Change your user preferences name format for both primary and preferred names to display.