



PREFERRED FIRST NAME CHANGE FOR STUDENT

To request the addition of a preferred first name, please submit this form to the school principal. Upon parent approval, the student's preferred name will appear on class rosters, in the grade book, on ID badges, in the yearbook and other areas where preferred name is available. The student's legal name will still appear on diplomas, scholarships, report cards, transcripts, and other necessary legal documentation and state/federal reporting. This change will be reflected going forward from the date of the Principal's signature below; past records will not be updated unless required by law. Students who are required to register as sex offenders must get a court order to legally change their name and cannot use the Preferred First Name Change form.

Preferred Name Changes are only allowed once per level (i.e. Elementary, MS or HS)

Student's Legal Name:

Student's School ID Number:

Student's Date of Birth:

Student's Preferred First Name:

I hereby state that I intend to use this name consistently in the District for all intents and purposes, and that my name is not being changed for fraudulent purposes.

I understand that the Great Falls Public Schools District agrees to make reasonable efforts to facilitate the use of my Preferred First Name. GFPS is not responsible for the policies of outside organizations and agencies, including the MT OPI, and their use and/or recognition of my Preferred Name in their records or documents.

Student Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

(Parent/Guardian signature required for students under the age of 18)

Parent/Guardian Signature _____

Date _____

(Parent/Guardian signature required for students under the age of 18)

Principal Signature _____

Date _____