Chosen First Name Change for Student Records

To request a change of name for a student's records (first name only) please submit this form to the Principal of their school. Upon parents approval (if the student is under the age of 18) the student's chosen name will appear on class rosters, grade book, student ID badges, yearbook and other areas of Skyward where chosen name is available. The student's legal name will still appear on report cards, transcripts, attendance and other areas necessary for legal documentation and state/federal reporting. This change will be reflected from this point forward; 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 Chosen First Name Change form.

Student's Legal Name:

_____ _____
(First name) (Last name)

_____ _____
(Student ID#) (Date of Birth)

Student's Chosen First Name: _____
(Please Print)

Gender Identity: ☐ Male (he) ☐ Female (she) ☐ Neutral (they)

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 reasons.

I understand that the School District of La Crosse agrees to make reasonable efforts to facilitate the use of my Chosen First Name. The School District of La Crosse is not responsible for the policies of outside organizations and agencies, including the Wisconsin Department of Education, and their use and/or recognition of my Chosen Name in their records or documents.

Student Signature _____ **Date** _____

Parent Signature _____ **Date** _____
(Parent Signature required for students under the age of 18)

Office Use Only:

Date office received _____
Form reviewed by Staff Name _____
Form reviewed by Staff Signature _____
Name changed in Skyward on _____ (date)
Name changed in Email on _____ (date)