

STUDENTSChange of Name on Pupil Cumulative Record Card

Name changes will be accomplished with the presentation of a revised birth certificate or other legal document stating that the pupil's name has been legally changed.

While the school district is not bound by the law to attach any particular name to pupil records, it would seem that as a political subdivision of the State of Minnesota, it would be a wise policy for it to maintain all pupil records on the basis of the legal name of the pupil. That name is easily determinable by a review of the child's birth certificate at the time of registration for school.

The use of parent-requested names in the classroom, on report cards or on local school records which do not become a part of the permanent records will be allowed at the discretion of the principal or other school official if he/she deems it to be in the best interests of the child. This will enable the local school to maintain good relations with the parent in question.

Some burden is placed on the local school in that the records kept in the classroom under the parent-requested name must eventually be transferred to permanent records under the legal name. However, this may involve less work than making the name changes on the permanent records and it certainly provides a more uniform set of permanent records kept in a manner which is in accordance with the school district's status as a part of the Minnesota governmental structure.

From a legal standpoint, it is sound and proper for the Minneapolis School District to follow a firm policy of keeping all permanent student records only under the legal name of the student.

If a pupil's name is legally changed after the original cumulative folder is received in the school, the school clerk should instruct the parent or guardian to complete the change of name form and the clerk should forward it, with a copy of the legal document, to the Information and Technology Department.

Legal Reference: Minneapolis Public Schools Board attorney, memo dated May 2, 1972.

Regulation
adopted: 8/28/73
EDUCATION

By MINNEAPOLIS BOARD OF

Minneapolis, Minnesota

revised: 9/30/75
6/12/84
5/7/93