

Greater Albany SD 8J
Administrative Regulation

Code: **JOC-AR**
Adopted: 7/11/95;
Revised: 3/12/01, 8/13/07
Orig. Code(s): AR 5305

Legal Names of Students

Request to Change Student Surnames

In accordance with court decisions and state rules, the district shall allow students to use a surname (last name) different than their legal name at the request of the parent or guardian¹ with legal custody unless specifically directed differently by a court of jurisdiction.

However, for all official records including transcripts, immunization records and report cards the legal name will be used in parenthesis following the preferred name. Thus, Joe Smith (Jones) would indicate that Jones is the legal name and Smith is the name preferred by the parent or guardian with legal custody.

For day-to-day routine use on interschool communications like class papers and lunch lists the name preferred by the parent or guardian having legal custody may be used without the legal name included.

No student may use a false name for an illegal purpose.

Staff is reminded that both custodial and noncustodial parents have a right to see the records of students unless a court order specifies otherwise. It is important that the district records both the legal name of the student as well as the name preferred by the parent or guardian with legal custody.

¹As used in this document, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of those factors listed in ORS 319B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581.015-0005(18).