

Ashland School District 5

Code: **JOC**
Adopted: 1/13/14
Readopted: 6/12/17
Orig. Code(s): JOC

Legal Names of Students

The district will use the student's full legal name on official school records considered to be part of the student's permanent or cumulative school record including, but not limited to, report cards, transcripts, evaluations, assessments, education plans and state reports.

In an effort to be sensitive to the use of a preferred name, the district will provide all students the opportunity to identify a preferred name that may be used in communications and documents considered not to be part of the student's permanent or cumulative school record when feasible. Documents using preferred names will be cross referenced on all student education records and other district records with the student's full legal name.

The preferred document for verification of full legal name is an original or certified copy of a birth certificate. In the absence of a birth certificate, one or more of the following documents may be considered:

1. Hospital certificate or birth record;
2. Physician's certificate;
3. Social Security Card;
4. Passport/Visa;
5. Official Court Document;
6. Certificate of Naturalization or Citizenship.

State issued IDs or driver's licenses may not be used to provide proof of full legal name.

Full legal names will be changed by the district only upon receipt of a copy of a court order.

END OF POLICY

Legal Reference(s):

[OAR 581-022-1670](#)