

**Saint Helens  
School District 502**

Code: **JOC**  
Adopted: 4/20/98  
Readopted: 9/24/07  
Orig. Code(s): JOC

**Legal Names of Students**

Student records and official documents, i.e., transcripts, diplomas or other documents deemed necessary by school administration will be recorded using the student's legal name. Students may choose to go by another name in school the school will cross reference this information. However, if the computer system cannot accommodate both names then all information mailed to parents will be sent under the student's legal name.

END OF POLICY

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**Legal Reference(s):**

[OAR 581-022-1670](#)