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Superintendent Review: March 16, 2008  
School Board Revised: May 22, 2017 [Routine Review]  
School Board Information: November 14, 2022  
School Board Approval: November 28, 2022 [Routine Review / Revised]

Contact Person: Assistant Superintendent

## **POLICY 542                      LEGAL NAME**

### **I.        PURPOSE**

To set requirements for the legal name of a child enrolled in our District.

### **II.       GENERAL STATEMENT OF POLICY**

To be enrolled in our District, each child or their parent or legal guardian, will furnish the principal, or their designated representative, the legal name of the child. This legal name shall be verified by a birth certificate or other legal document and shall be used on all school records until legally changed.

Student data / directory information recorded with the District prior to legal name change remains as recorded as it is considered historical data.