

STUDENT RECORDS



SOCORRO INDEPENDENT SCHOOL DISTRICT

PARENT REQUEST FORM: Student's Preferred First Name or Nickname

A student's legal name is used on permanent records when required by state or federal laws and regulations. (ie: Student Transcript)

Texas Education Code section 25.0021 requires that a student be identified by his or her legal surname, or last name, as the name appears (1) on the student's birth certificate or other document suitable as proof for the student's identity, or (2) in a court order changing the student's name. However, Section 25.0021 does not address students' first names.

As per Policy FL (LOCAL), upon parent request and principal or designee approval, a student shall be identified on non-permanent school records by his/her preferred first name or nickname that is not a student's legal first name. Below are examples of non-permanent school records:

- *Class Rosters*
- *Identification Badges*
- *Awards*
- *Other similar purpose*

Student's Legal Name: _____ Grade: _____
(Last, First, Middle)

Student's Preferred First Name or Nickname: _____
(First Name Only)

Parent/Guardian name(s): _____ Cell phone#: _____

Address: _____
(Street, City, State, Zip)

Parent/Guardian Signature

Date Submitted

FOR OFFICE USE ONLY

DATE RECEIVED: _____

APPROVED

DENIED

Reason for Denial

Principal or Designee Signature

Date