

Preferred First Name Change for Student Records

To request a change of name for a student's records (first name only) please submit this form to the Principal of their school. Upon parents approval (if student is under the age of 18) the student's preferred name will appear on class rosters, grade book, student ID badges, yearbook and other areas of Skyward where preferred name is available. The student's legal name will still appear on diploma, scholarships, report cards, transcripts, attendance and other areas necessary for legal documentation and state/federal reporting. This change will be reflected from this point forward; past records will not be updated unless required by law. Students who are required to register as sex offenders must get a court order to legally change their name and cannot use the Preferred First Name Change form.

**Student's Legal Name:**

\_\_\_\_\_ (First name) \_\_\_\_\_ (Last name)

\_\_\_\_\_ (Student ID#) \_\_\_\_\_ (Date of Birth)

**Student's Preferred First Name:** \_\_\_\_\_  
(Please Print)

**Gender Identity:**  Male (he)  Female (she)  Neutral (they)

I hereby state that I intend to use this name consistently in the District for all intents and purposes, and that my name is not being changed for fraudulent reasons.

I understand that the School District of La Crosse agrees to make reasonable efforts to facilitate the use of my Preferred First Name. The School District of La Crosse is not responsible for the policies of outside organizations and agencies, including the Wisconsin Department of Education, and their use and/or recognition of my Preferred Name in their records or documents.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Parent/Guardian Signature required for students under the age of 18)

Office Use Only:

Date office received \_\_\_\_\_  
Form approved by Administrator Name \_\_\_\_\_  
Form approved by Administrator Signature \_\_\_\_\_  
Date of name change in Skyward \_\_\_\_\_  
Staff initials \_\_\_\_\_  
Date of name change in Email \_\_\_\_\_