



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Names of Pupils for Purposes of School Records

NUMBER: BUL-2408

ISSUER: Esther Wong, Assistant Superintendent
Planning, Assessment and Research

DATE: March 6, 2006

POLICY: The purpose of this bulletin is to establish uniform policy and procedures for identifying and indicating the names of pupils for purposes of school records. This bulletin applies only to school records maintained by the Los Angeles Unified School District.

MAJOR CHANGES: This revision replaces Bulletin No. B-4, dated August 12, 1996. This bulletin provides legal and procedural changes regarding the names of pupils in school records.

GUIDELINES: The following guidelines apply.

ROUTING
All Employees
All Locations

I. INTRODUCTION

The guidelines contained in this bulletin relate to the names of pupils for purposes of school records. A parent or legal guardian may request registration of a child under an additional name differing from the child's official legal name as provided herein.

II. OFFICIAL LEGAL NAME


A. The official legal name of a pupil shall be the name that appears on one of the following documents, submitted by the parent/guardian/caregiver:

1. Certificate of birth.
2. Baptism certificate duly attested.
3. Passport.
4. Health office or vital statistics record of birth date.
5. Affidavit of the parent, legal guardian, or custodian of the minor. The affidavit must certify the birth date and must also state that a certificate of birth is not obtainable.
6. A letter from the Bureau of Public Services may be accepted in lieu of one of the above types of proof if such letter verifies the birth date of the child according to Department of Public Services Records and includes a statement of how the birth date was verified.

B. Pupils admitted to District schools shall be enrolled under the surname shown on the official document, as noted above, that is presented at the time of admission.



III. LEGAL CHANGE OF NAME

- A. When the name of a child is changed by appropriate court proceedings, such as by adoption or change of name proceedings, that name is the official legal name of the pupil for all purposes, including school registration.
- B. Upon the submission of proper evidence of the court action, the official name in school records may be changed to reflect the legal name change.
 - 1.  copy of the court document reflecting the legal name change should be retained in the pupil record.
 - 2. Pupil records created under the student’s former name must be kept with the former name. These records, however, should be cross-referenced with the new name.
 - 3. All pupil records created after the receipt of appropriate court documentation of the name change should reflect the new name.

IV. UNOFFICIAL CHANGE OF NAME BY AFFIDAVIT PROCEDURE

- A. When the parent/legal guardian with legal custody of a child requests that the child be registered in school under a name different from that appearing upon documentary proof of age or school records, this may be accomplished by completion of an Affidavit for Unofficial Change of Name of Minor (Attachment A).
- B. The parent/legal guardian must complete the Affidavit and provide it to the school along with the following information:
 - 1. The signature of the applicant parent/legal guardian shall be verified by some proof of identification (e.g., driver's license, passport).
 - 2. If only one parent or a legal guardian presents the Affidavit, the parent/legal guardian must also provide official documentation that s/he has legal custody and the authority to make this request.
- C. The school must also document the date the Affidavit was received, verified, and entered, as noted on the attached Affidavit.
- D. After the school accepts and verifies the contents of the completed Affidavit, the school may change the name of the student in the Student Information System and enter the unofficial name as an “Also Known As” in the cumulative folder. In the cumulative folder and registration card, data should be cross-referenced. The notation may be made as follows:

Jones	(Smith)	John	Jay
<i>Surname by which</i>	<i>Surname appearing on</i>	<i>First Name</i>	<i>Middle Name</i>
<i>the child is now</i>	<i>the birth certificate</i>		<i>name or</i>
<i>known</i>	<i>or other official</i>		<i>initial</i>
	<i>documentation of the</i>		
	<i>student’s legal name</i>		



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- AUTHORITY:**
- California Code of Civil Procedure section 1275 *et seq.*
 - Education Code section 48002
 - Family Code section 2080
 - Health and Safety Code sections 103430, 103435
 - Welfare and Institutions Code section 366.3
 - Board Rule 2001

RELATED RESOURCES: Los Angeles Unified School District Affidavit for Unofficial Name Change of Minor in LAUSD Pupil Records

ASSISTANCE: For assistance, please call Elementary SIS Support at 213-241-4617 or Secondary SIS Support at 213-241-4850.



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ATTACHMENT A

**LOS ANGELES UNIFIED SCHOOL DISTRICT
AFFIDAVIT FOR UNOFFICIAL CHANGE OF NAME OF MINOR IN LAUSD PUPIL RECORDS**

I, _____, being the natural mother/father or legal guardian with
legal custody of _____ hereby request that my child, who is officially known as
Print name of applicant

_____ be from this day forward known as
First Middle Last

_____. I understand that this form applies only to pupil records
First Middle Last

maintained by the Los Angeles Unified School District, that my child's legal name must remain on the official pupil records, and that this form does not substitute for an official name change which would require a court order.

1. The natural father/mother of the child herein referred to is deceased. Check one: YES <input type="checkbox"/> NO <input type="checkbox"/>
2. The natural father/mother of the child no longer has legal custody over the child (please see attached court documents). Check one: YES <input type="checkbox"/> NO <input type="checkbox"/>
3. The natural father/mother, who has legal custody and the right to make educational decisions for the child herein referred to, consents to the change of name herein proposed by his/her/their signature(s) below. Check one: YES <input type="checkbox"/> NO <input type="checkbox"/> (If yes, both parents must sign below) I consent to the change of name herein proposed. _____ Signature of Natural Mother of the Child Herein Referred to Date _____ Signature of Natural Father of the Child Herein Referred to Date

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____ Print Name of Applicant _____

Signature of Applicant _____

Applicant is CHECK ONE Parent Legal Guardian
FOR SCHOOL TO COMPLETE:

Date received: _____ Date verified: _____

Date Entered AKA: _____ Initial: _____