



## Student Preferred Name Form

Oak Ridge Schools recognizes that some of its students choose to use a first name other than their legal first name in their everyday lives and in informal settings. As long as the student's use of the preferred name is not for an unlawful purpose, Oak Ridge Schools acknowledges that a preferred name can and should be used whenever possible throughout the school day. For school-sponsored events, parents/guardians and students should communicate with event sponsors if they would like their preferred name to be used.

Therefore, Oak Ridge Schools will permit any student to use a preferred first name instead of their legal first name on unofficial school documents with the completion of this form. If the student is under 18 years of age, Oak Ridge Schools must receive permission from the student's parent or guardian. Oak Ridge Schools will use the student's full legal name on all official documentation, including, but not limited to, educational records, state testing reports, disciplinary records, and any and all records that federal and state law require the school district to maintain.

Oak Ridge Schools has the unilateral authority to modify, change, alter, or rescind the use of a student's preferred name.

### What is a preferred name?

A preferred name is a first name that may be used instead of one's legal first name. Students, with parental permission (if under 18 years old), may choose to use their preferred first name in their daily school activities and in the classroom, as permitted by federal and state law. The student's preferred first name will appear in the Oak Ridge Schools directory, on the "login screen" of the student's district-issued laptop, and on other school district records and documents to the extent permitted by state and federal law. However, official school records, including educational records as defined by the Family Educational Rights and Privacy Act ("FERPA"), require the use of the student's legal name. When possible, the student's preferred name will be used.

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### Please complete the following information:

Student's full legal name: \_\_\_\_\_  
(Last) (First) (Middle)

Print the student's preferred name: \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_

I have read, understand, and acknowledge the foregoing "Student Preferred Name Form." I understand that the designation of a preferred first name is not a legal name change. I understand that



Oak Ridge Schools reserves the right to refuse a student and/or parent/guardian's request to use the preferred name if it contains inappropriate or offensive language or if the preferred name is being used for misrepresentation or other unlawful purposes. I understand that certain official records, including educational records and reports, maintained by the Oak Ridge Schools will continue to display and use the student's legal name.

I hereby give my express permission for Oak Ridge Schools to use the above-identified preferred name for the student identified herein.

\_\_\_\_\_  
Student's signature                      Date                      Parent/Guardian's signature                      Date

Please submit this signed form by email or in person to Dr. Larrissa Henderson in Pupil Services at 304 New York Ave, Oak Ridge, [lhenderson@ortn.edu](mailto:lhenderson@ortn.edu). Once this form has been processed and approved, the student can present themselves at their school bookkeeper or at student services with \$5 to get a new badge.

Verified \_\_\_\_\_ by \_\_\_\_\_  
Date

Approved                       Denied

\_\_\_\_\_  
Dr. Larrissa Henderson                      Date

Entered into Skyward \_\_\_\_\_  
Date

- CC    Dr. Bruce Borchers  
      Mr. Bruce Lay  
      School administration  
      School guidance  
      Parent/Guardian  
      Student