



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6535

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CATEGORY: **Students, Records**

EFFECTIVE: **5-06-63**

SUBJECT: **Use of Legal or Assumed Name**

REVISED: **10-21-2002**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the registration and enrollment of students under legal or assumed names.

2. **Related Procedures:**

Cumulative record keeping, K-6	6505
Cumulative record keeping, 7-12	6510
Preregistration and registration, K-6	6120
Preregistration and registration, 7-12	6123
Release of student information	6525

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy H-8900; Code of Civil Procedure, Sections 1276 *et seq.*

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of General Counsel, Office of the Superintendent.
2. It is district practice to use legal names for registration, enrollment, and official record keeping to eliminate confusion when the district is asked for information about students by governmental or other agencies.
3. A minor student's name on district records should not be changed without a decision by a court of competent jurisdiction authorizing the name change. Such information should be filed with the district in the form of an affidavit, declaration, or certification.
4. When a parent/guardian requests in writing that an assumed name be used (such as a stepparent's name), this should be cross-referenced to the legal name on the student's permanent cumulative records.

D. IMPLEMENTATION

E. FORMS AND AUXILIARY REFERENCES

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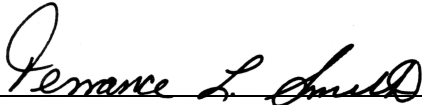
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F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education