

**NEW HANOVER COUNTY SCHOOLS
CONSENT TO USE PREFERRED STUDENT NAME**

New Hanover County Schools (NHCS) recognizes that some students may need to (or may want to) be referred by a name that is different than their legal name. NHCS believes that referring to students by their preferred name establishes a respectful, inclusive environment for all students. This form has been developed in order for NHCS to receive and process preferred name requests by NHCS students. Once the request is approved, NHCS will update the preferred name in software applications that are used by the student.

Once completed, please return this form (Page 2) to the principal (or front office) at your school.

- Please complete all fields.
- This form requires a parent (or legal guardian) signature if the student is under 18 years old.
- This form will update a student's preferred first name only.
- This form is not a request for a legal name change.
- This form will not change the pronouns or sex in a student's records.
- Once the form has been completed, it will be filed in the student's Module One folder.

Preferred name requests will be processed within 30 – 60 days of receipt. NHCS is unable to include numbers or special characters (Ex. !, ?, *, %, \$, &, etc.) in the preferred name request. Please note that NHCS may need to include extra characters in a student's email address, depending on the availability of email domain names (Ex. John Doe, john.doe3@nhcs.net). Only one preferred first name request will be accepted per academic year.

Please complete the form on page 2.

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I, _____, am at least 18 years old (or have consent of my parent / legal guardian). I request to have my first name listed as _____ in PowerSchool and on publicized information or lists created by my school. I understand that this request for use of a preferred first name is not a request for a legal name change. I understand that my current legal name will continue to appear on official school documents such as my transcript. I also understand that this request is only effective during my time in New Hanover County Schools.

By signing this form, I hereby give permission to New Hanover County Schools to make the changes for preferred first name:

Student's Current Legal Name	
Student's Preferred First Name (letters only)	
Student's DOB	
Student's Current School	

Printed name and relation to student or person making request: _____

Signature of student making request: _____

Signature of consenting parent or guardian: _____
(Required if student is under 18 years of age)

FOR OFFICE USE ONLY	
Principal Signature: _____	Date: _____
Date Changed _____ Changes made by: _____	