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Application for changing name in school records

Procedure of name change in school records. Can you change your name in school records. Changing name on school records.

Any error either in the name of the student or his/her parents in the school records should be corrected as soon as possible here. An application can be made to the school authority in this regard. Likewise, if the legal name of the student or his/her father/mother is changed, then they need to make an application to the school authority to change the name in the records of the school. Appropriate documents must be submitted along with the application letter for verification. Here are some samples on how to write applications to the principal for incorporation of change of name in the school records. (Letter from the student to the principal for correction of name.) Sub.: Correction of error in my name in school records. With due respect and humble submission, I beg to state that there is an error in my full official name in the school records, which I am hereby requesting for correction. I was admitted into class _____ of the school during last month. Yesterday, I received my student identity card and I noticed an error in my first/surname. Name shown in my ID card is _____, whereas my actual name is _____. I request you to please provide me with a new ID card so that I can be grateful. Enclosed Copy of the School Certificate. Letter from the parents to the principal for correction of name in school records. Sub.: Correction of error in my name in school records. I am the father/mother of (Name of the Student), who has taken an admission into class _____ of your esteemed institution this/last month. I noticed an error in the name of my child in the student ID card of the school. This needs to be corrected in the school records. ID card name: _____. Correct name: _____. I am enclosing herewith a copy of the birth certificate of my child for your verification purposes. I kindly request you to have the name corrected in the records of the school and please provide us with a new ID card. (Name of the Father/Mother)Enclosure: Copy of the Birth Certificate. (Letter from the parents to the principal for change of name of the student.) Sub.: Change of name of the student. I am the father/mother of (Name of the Student), whose son is now in class _____ section _____ of your esteemed school. His legal name was changed in the month of _____ due to some personal and astrological reasons. Here are the details: I am enclosing herewith a copy of the new birth certificate of my child for your verification purposes. Therefore, I kindly request you to have the name corrected in the records of the school. A new ID card can also be issued. I shall be grateful. (Name of the Father/Mother)Enclosure: Copy of the birth certificate. (Letter from the parents to the principal for change of name of the father/mother of the student.) I am the father/mother of (Name of the Student), who is now in class _____, section _____ of your prestigious institution. I have recently changed my legal name due to some personal and astrological reasons. I am in the process of updating it in all the official records. Here are the details of the change: Student Roll no. _____ Student name: _____. Father's/Mother's old name: _____. Father's/Mother's new name: _____. I am enclosing herewith a copy of the passport verification document for your reference. I kindly request you to please change the name of the father/mother in the records of the school. I shall be grateful. (Name of the Father/Mother)Enclosure: Passport Verification Document. Letter from the parents to the principal for correction of name of the father/mother of the student. Sub.: Correction of name. I am the father/mother of (Name of the Student), who is now in class _____, section _____ of your prestigious institution. I noticed an error in my name while checking my child's student ID card and admission letter of the school. This needs to be corrected immediately in the school records. Hereunder are the details: Student Roll no. _____ Student name: _____. Father's/Mother's name in school records: _____. Father's/Mother's correct name: _____. I am enclosing herewith a copy of my driving license/ passport for your verification purposes. Therefore, I kindly request you to have the name corrected in the records of the school. I shall be grateful. (Name of the Father/Mother)Enclosure: A copy of my driving license/ passport.

Name Change Request Letter Template

Replace the bolded text with your information.

Your Name
Your Address
Your Phone Number

Company Name
Company Address

Dear Sir/Madam,

Name Change Request

Please update the current name on my account/record to reflect my new legal name.

The current name and address on my account/record are:
Your previous name
Your previous address

My new legal name and address are:
Your new name
Your new address

I have enclosed a copy of my **marriage certificate/ driver's license/ social security card** to verify my name change.

If you have any questions, please call me at **your phone number** or email me at **your email address**.

Thank you,
Your Signature,
Your Name.
Date

Visit www.ourpeacefulfamily.com/namechange
to learn how to change your name after marriage

California, if you've changed your gender and/or name, you have the right to change your school records retroactively. If I change my gender and/or name, can I retroactively change my school records?

Yes, California law AB 711, which took effect in 2020, affirms that former students of public K-12 schools have the right to update their name and gender information on official school records. What school records can I update?

You have the right to update all of your school records, including transcripts, diplomas, equivalency certificates, and similar documents. The district is not required to update records you do not request. Where do I send my request? Send requests directly to the school district — check with the district to get the specific contact information. For example, if you were previously a student in a Los Angeles Unified School District (LAUSD) school, you would email transcripts@lausd.net. What should the request include?

Sample Application for Name Change in School

From,
Name:
Class:

Date: 24th Jan. 2019

To,
The Principal,
Happy House School System
New Campus, Delhi

Subject: Request for Changing Name

Dear Madam,


With due respect, it is to be stated that my name has been changed from "XYZ" to "ABC". I request you to change my name to all the officials of the school.

I also request you to change the name on all the school records so that it does not cause any problem in the future. I shall be very grateful to you in this regard.

Thanking you in anticipation.

Yours obediently,

ABC
Class 9- G



Best
Learning Samples

The written request should include: The information you would like updated (name, gender, or both). The specific records you want updated. The email and/or mailing address where you would like the updated records sent. An identification document showing your updated name and/or gender. What document should I send to show my updated name and/or gender?

Include a government-issued I.D. that shows the updated information. The school district must accept any one of the following: State issued-driver's license Birth certificate Passport Social Security card Court order that reflects your updated legal name and/or gender. What if I don't have one of the government-issued IDs listed above? According to AB 711, other forms of government-IDs not listed above may also be accepted. For example, if you have an updated state-issued "non-driver" ID card, school districts may accept it. If you are unable to submit a copy of any government-issued updated ID, you can instead submit a written request to correct school records under Education Code section 49070 to your school district via the process outlined below.

(Date)

(School Name)

(School Address)

(City, State, Zip Code)

Re: Change of Address for (Student Number)

Dear (Mr./Mrs./Ms. Last Name):

My (daughter/son), (student's name), is a student writing to inform you that we recently moved (update his/her) personal details as follows:

Former Address

(Location)

(City, State, Zip Code)

(Contact Information)

New Address

(Location)

(City, State, Zip Code)

(Contact Information)

I would also appreciate it if you forward any notices I am required to participate in this process to my (email address).

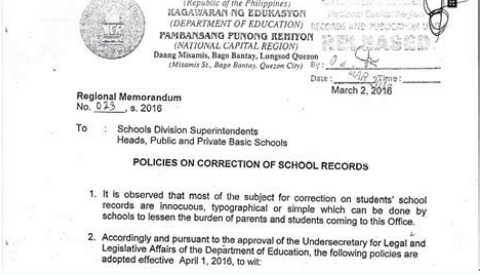
Thank you for your time.

Sincerely,

(Your Name)

(Your Signature)

How can I change my name and/or gender on a government-issued ID? In California, you can now specify your own gender on driver's licenses, birth certificates, and other state-issued documents, and you no longer need a doctor's approval for this. You can select a male (M), female (F), or nonbinary (X) gender marker on these California ID documents.



to change your name on government-issued ID, you will need to get a name change order from a court. You can learn more at: Many communities also have free legal clinics and/or self-help centers in courthouses where transgender people can get assistance with name and gender marker changes. Can I have my school records updated if I am currently a student? California Education Code section 49070 authorizes the parent or guardian of a student to challenge the content of a [student] record by filing a written request with the superintendent of the school district. Requests should include the specific information that requires correction (name, gender, or both) and a statement that the current records are one or more of the following: Inaccurate Misleading In violation of the privacy or other personal rights of the student. If the superintendent receives such a request, the superintendent has 30 days to approve or deny it. If the request is denied, the superintendent can be appealed to the school board, which must within 30 days hold a private session with the person making the request. Also, if you are a current student you have the right to request that your school use the name and gender pronouns that honor your identity at school and on all unofficial school documents — including nametags, school emails, yearbooks, virtual learning profiles, etc. — without requiring parent or guardian permission, or legal or medical documentation. What if my school district refuses to provide me with updated records? Whether you are a current or former student, you can contact us at the ACLU of Northern California, ACLU of Southern California, or ACLU of San Diego & Imperial Counties. You can also file a Uniform Complaint Procedure complaint. For more on your rights as a student in California, visit MySchoolMyRights.com. Download this information in pdf