



# Somerville Public Schools

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**Jeff Curley, *Interim Superintendent***

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To: The Somerville School Committee

From: Dr. Jeff Curley, Interim Superintendent and Teresa Rodriguez, Enrollment Center Director

Re: Name Change Request Process

Date: October 17, 2022

In general, students are enrolled using the names on their birth certificates. Occasionally, passports are accepted, especially for those who are international students and only have access to a passport. If students or families want their name changed unrelated to their gender identity or expression, they must present SPS with documentation of the legal name change.

If connected to their gender identity and expression, K-8 parents/guardians can fill out the attached form and forward it to the Enrollment Office in order to make the change in ASPEN and with the state. We can only change student first names, middle name and gender markers without additional documentation. Occasionally, the Enrollment Office gets an email request directly from parent to change a gender marker, first or middle name (especially as related to the yearly student information update, which happens at the start of each school year.) The Enrollment Office prints that email as proof of the request, makes the change in ASPEN, updates the state, and informs the K-8 Principal and School Secretary.

The vast majority of the requests the Enrollment Office receives are from high school students. If a high school student is 14 or over, they can fill out the attached form themselves. Students can only change their first and middle names in ASPEN and not their last names. Guidance counselors or secretaries, among the communities, submit the completed forms to the Enrollment Office. The Enrollment Office completes the change in ASPEN and with the state for SASID recording purposes and then informs the administrator (counselor or secretary) who made the request that it is complete.

The Enrollment Office may include a general note stating there was a name change in the comments field of the Demographics field in ASPEN along with a date.

To assist with communication, the high school administrators who request the name change could review the student's schedule and email all the teachers who work with the student about the name change or gender marker adjustment. Similarly, K-8 Principals and Secretaries could email all the teachers that work with the student to make them aware of the changes.





## Confidential

### Name Change

Current Name:

\_\_\_\_\_

First

Middle

Last

School: \_\_\_\_\_

In the future I, or my student, want to be known as:

\_\_\_\_\_

First

Middle

Last

Gender:    Male     Female     Non-binary    Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

- Name change authorized by student (14 years old or older attending 9<sup>th</sup> grade or higher – parent signature NOT required)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

- Name change authorized by Parent/Guardian (K-8 or under age 14 – parent signature required)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Cc: Jeff Curley, Interim Superintendent  
Liz Doncaster, Student Services Director