



STUDENT PREFERRED NAME PARENT AUTHORIZATION FORM

At Longleaf School of the Arts we support the right to express one's individuality. When parents or guardians enroll students, legal birth names (on birth certificate) are required and will be used on all formal school documents including the graduation diploma, legal documentation, transcripts, standardized test scores (state/AP exams), etc.

With completion of this form, a student may have their email set to their preferred name, and their preferred name added to PowerSchool to print on rosters. **This form must be signed by a parent or guardian and submitted to the Director of Student Information.** *The student's preferred name will remain the same for the duration of the student's enrollment at Longleaf unless the student legally changes their name and provides LSA with proper documentation.*

The student's preferred name will be used for less formal documents, such as the yearbook, art programs, certificates, etc. However, all legal documents such as standardized tests, transcripts, and diplomas will maintain their legal birth names until legally changed.

Student's Legal Name: _____

Student's Preferred Name: _____

Student signature: _____

Parent Printed Name: _____

Parent/Guardian signature: _____

Parent email address: _____

Date form completed: _____

(completed form should be submitted via email to Mrs. Babb, Director of Student Information, at babb@longleafschool.com or turned in to Student Services).

For office use only:

Date form received:	Date processed:	Date student/parent notified:
---------------------	-----------------	-------------------------------