

REQUEST TO CHANGE A STUDENT'S NAME

School records are official records and will not be altered without “official evidence.”

The Director of the Probation Department of the Baltimore County Circuit Court notifies the Office of Pupil Personnel Services of the Board of Education when adoption proceedings in local courts have been duly filed and are nearing completion. Office of Pupil Personnel Services will routinely advise schools of the names of children in these cases and records should be changed accordingly. When an official name change occurs the former name should be struck through but still readable on all documents.

Often the request is made by a parent/guardian desiring that a child's name be changed to the stepfather's name when the mother has remarried. In many cases, this request is made when the legal proceedings have just been initiated, but it has not become official. Records should not be changed unless the parents/guardians present evidence in writing of legal adoption, this evidence being a new birth certificate or a court order, or unless the information appears on the list sent to the school by the Office of Pupil Personnel Services.

We have no way of knowing when adoption proceedings appear in another court other than Baltimore County Circuit Court; hence, it is necessary in these cases for parents to submit the appropriate judicial orders to the school so that the child's name may be changed on school records.

Some schools receive requests from parents/guardians for the child to be called by the stepfather's last name, rather than the last name of the natural father, and they have not, nor perhaps will not, go through adoption procedures. In many cases, the child is known by the stepfather's name in his family and in the community. It seems to be in the best interest of the child for the school to adopt the practice of using the last name as requested by the parents. In regard to the student's records, as they constitute official records, they must carry the child's legal name, i.e., birth certificate or other legal documents. The name the child is using should be in parenthesis, and to provide for consistent filing procedure, should be the top name on all records. The name on the records will be changed as per above, if and when adoption proceedings occur. Report cards carry only the name the child is registered by in school.

Revised 1978
Revised 1987
Revised 1997
Revised 5/99
Revised 12/05