

Bethel School District Name Change Process

First Name Change

Note: we can only make changes to student's first names unless there is a legal name change- see below. Only Preferred Name changes submitted by the school counselor or building admin will be accepted.

Please complete each of these questions and send the request to HelpDesk@Bethel.k12.or.us with the Subject line Student Name Change: Student ID [insert the student ID and remove the brackets]

1. Student ID#: _____
2. Student legal name: _____
3. First name changed to: _____
 - a. Is the first name change related to student identity? Yes No
 - b. Has a gender support plan been completed? Yes No
[Gender Support Plan form](#)
4. Does the student email need to be changed? Yes No
5. Does the student need gender identity change in eschool? Yes No
 - a. If yes, change to: Male Female Non-binary (X)
6. Is the guardian/s supporting a gender identity change? Yes No
7. Does the student understand that their preferred name will be visible to others in Google Docs, Classroom and Home Access Center? Yes No
8. Does the student use their legal name at home? Yes No
 - a. Does the student understand that if the name is changed in HAC that anyone with access to HAC will see their preferred name? Yes No
9. Is there anything else important related to this name change?

Legal Name Change Process

Note: a legal name change can be for first name, last name, or both. **Only Legal Name Changes submitted by Office Coordinators will be accepted.**

1. Include in your ticket that you have a copy of the legal name change in the CUM File.
2. Include the exact spelling, including special characters, in the name. The IT team will the needed changes in eschool, googledocs, and Home Access Center
3. Keep a copy of the legal name change document in the student's cum file.