

**STATEMENT OF PREFERRED NAME FOR SCHOOL RECORDS**  
**Department of Student Services**  
**Lincoln Public Schools**

\_\_\_\_\_

*(Student ID Number)*

\_\_\_\_\_

*(School)*

If the preferred name of the student is not the same name as recorded on the birth certificate and it has not been changed by legal procedure prescribed by state law, complete the following. This form is to be used only for surnames not for change of first names or nicknames.

a. \_\_\_\_\_  
*(Enter name as shown on birth certificate)*

b. \_\_\_\_\_  
*(Enter name preferred for the student)*

c. \_\_\_\_\_  
*(Date of Birth)*

d. I/We hereby state that I/we have not changed the child's name through any court or other legal procedure. I/We further state that I/we prefer to have the child known in school as, and school records show the name stated on line b, with the exception of the permanent record, cumulative record and health card which will contain student's legal name.

e. \_\_\_\_\_  
*(Parent signature)* *(Date)*

f. \_\_\_\_\_  
*(Parents signature)* *(Date)*

g. Other parent's signature unavailable because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTIONS**

1. Form should be completed at the time of registration for students new to the district if a name other than the legal name is to be used.
2. Signature of both parents are requested. Parent completing the form should obtain the other parent's signature.
3. **If both signatures are not available, the parent completing the form must give a notarized statement of responsibility for the name change. Student Services will provide notary service.**
4. Keep a copy of this form and send the original to Student Services, LPSDO.

Note: If either of the legal parents objects to the use of the preferred name, the legal name of the child will be used.

The student's legal name will be used on the student's PIR, health card, and cumulative folder. Other records used in a building may use the preferred name.

**State of Nebraska, County of Lancaster**

The foregoing instrument was acknowledged before me this

\_\_\_\_\_ by \_\_\_\_\_  
*(Date)* *(Signature of person acknowledged)* *(Print name of person acknowledged)*

\_\_\_\_\_  
Notary Public Signature

↑ Affix Seal Here ↑