

Student with Legal Name Change



Updating Infinite Campus

Once notification is received by the elementary or secondary counseling secretary, the secretary will:

- Copy the legal document for inclusion in the student's cumulative file
- Update the Identities tab in Infinite Campus
 - Select New

A screenshot of the Infinite Campus software interface. The 'Identities' tab is selected. A green '+ New' button is highlighted with a red box. Below it, the 'Identities Editor' table shows a single entry with 'Current' set to 'X', 'Effective Date' set to '04/17/2012', and 'District' set to 'Jefferson City Public Schools'.

- Enter the new legal name in the appropriate fields. The new effective date should automatically update, if not, enter today's date.

A screenshot of the 'Identity Information' form in Infinite Campus. The form contains various fields for student information. Red boxes highlight the '*Last Name', '*First Name', and 'Middle Name' fields at the top, and the '*Effective Date' field at the bottom, which is currently set to '11/30/2016'. Other fields include '*Gender' (set to Female), '*Birth Date (Age: 9)', 'Soc Sec Number', 'Race/Ethnicity' (set to White), 'Birth Country' (set to US), 'Date Entered US', 'Date Entered US School', 'Date Entered State School', 'Home Primary Language' (set to ENG: ENGLISH), 'Nickname', and 'Comments'. A photo of the student is visible on the right side of the form.

- Both identities will now be associated with the student and the updated name will be marked as current. In Infinite Campus, a search can be performed for either name to find the student.

Student Information System

District Assignments School Choice Credentials Overrides Fees ID History F

Demographics **Identities** Households Relationships Enrollments District Employm

+ New

Identities Editor				
Identity	Current	Effective Date	Birth Date	District
	X	11/30/2016		Jefferson City Public Schools
		04/17/2012		Jefferson City Public Schools

Notifications

Student name changes must be shared with others in the district as it will affect different systems that the district uses. The secretary will:

- Notify Scott Wood in Technology
 - Scott will update the student's email address and active directory. He will then notify Amy Cook in SIPA and the appropriate secretary that these updates have occurred
 - Amy will notify other SIPA staff so updates to IReady, Schoolnet, and MOSIS can be made
- Notify others in the school building that need to know the information
- Notify student that their email address has changed