Student with Legal Name Change



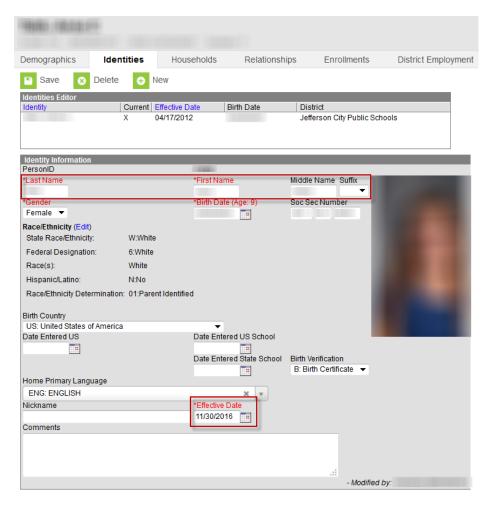
Updating Infinite Campus

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

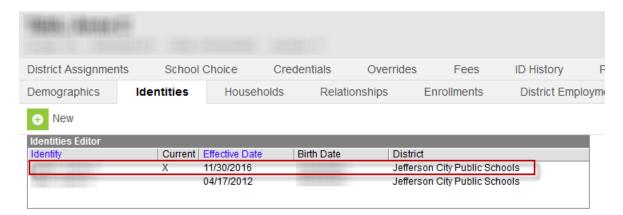
- Copy the legal document for inclusion in the student's cumulative file
- Update the Identities tab in Infinite Campus
 - Select New



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



 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.



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