

Student Preferred First Name Notification/Action Document

Please share this document with your student's registrar or attendance clerk.

Student ID: _____	
Student Legal First and Last Name: _____	
Student Preferred First Name: _____	
Campus staff instructions	Requested
If email address change is requested, submit a TSR via Service Now for the change.	
Notify individuals responsible for campus-based publications and items such as sports programs, department heads, and UIL.	
Inform cafe managers to enter info in "special instructions" field re: name/gender.	
Inform student ID badge company or individuals to print the 'preferred' name	
For graduating seniors: Please check here if you'd like the preferred name to be used in the ceremony. Share with registrar.	

Parent/Guardian Name Printed: _____

Parent/Guardian Signature: _____

Date: _____

File this page in the student's cumulative folder.