

Preferred Name vs Legal Name

AR-Policy 4700

A preferred name is a first name that may be chosen to be used instead of the legal first name, i.e., nickname or middle name.

Legal name is a person's name on the legal birth certificate or name that has been declared as the person's name by a court of law.

The Preferred Name appears in the following locations:

- Report Cards
- Teacher Gradebooks
- Canvas
- Yearbook

The preferred name does not constitute a legal name change. The legal name will continue to be used with certain official documents, including but not limited to the following:

- NC Transcript
- CFNC
- High School Diplomas
- Driver's Eligibility Certificates
- School Nutrition

The parent/guardian of a student may complete a Preferred Name Request Form and submit the form to the student's school office. The form requires the parent/guardian signature.

The preferred name request will be reviewed by the office staff at the student's school.

A preferred name request may be denied if it contains inappropriate or offensive language (i.e., profane, derogatory, or derived from hate-speech). Preferred names may not be used for fraud, copyright infringement or misrepresentation. Preferred names must conform to technical requirements by not including numbers, symbols, or images.

Effective April 1, 2021