

Student Legal Name

In order to provide LEAs the ability to efficiently search for students and confidently select matching results, it is imperative to enroll students with the exact names shown on legal documentation. This will assure that even with multiple enrollments, across multiple schools, students retain their unique identity, and all of their unique data.

Arizona law (A.R.S. § 15-828) requires documentation to be provided during enrollment to any Arizona private or public school. This documentation includes:

- Official birth certificate
- U.S. Passport
- Green Card
- Legal letter from an authorized representative of agency with custody of pupil
- Certificate of Naturalization or Citizenship
- Baptismal Certificate
- Application for Social Security Number

First, middle, and last names should be entered exactly as they appear on the documentation. This includes hyphens, apostrophes, and multiple names.

Student names should not be changed unless there is supporting legal documentation of the new name.

Additional Guidelines:

- ❖ Do not assume a hyphen when entering multiple names if not present on legal document
- ❖ Do not omit spaces between multiple names
- ❖ Do not include suffixes with the last name
- ❖ Only enter full names, as appeared on legal document. Do not enter nicknames or preferred names.
- ❖ Only enter names as spelled on legal document. Do not enter alternatives spellings provided on other paperwork.
- ❖ Do not enter an initial unless the initial is clearly located on legal document.
- ❖ Enter the middle name of student, even though not legally required. This will help match students with similar names.
- ❖ Enter the suffix (i.e. Jr.).