



Rich Hill R-IV School District



703 N Third St. Rich Hill, MO 64779 417-395-2418

Kevin Goddard
Superintendent

John Gilbert
High School Principal

Mendy Bridgewater
Elementary Principal

Student Preferred Name Form

Rich Hill Schools recognizes that some of its students choose to use a first name other than their legal first name in their everyday lives and in informal settings. As long as the student’s use of the preferred name is not for an unlawful purpose, Rich Hill Schools acknowledges that a preferred name can and should be used whenever possible throughout the school day. For school-sponsored events, parents/guardians and students should communicate with event sponsors if they would like their preferred name to be used. Therefore, Rich Hill Schools will permit any student to use a preferred first name instead of their legal first name on unofficial school documents with the completion of this form.

If the student is under 18 years of age, Rich Hill Schools must receive permission from the student’s parent or guardian. Rich Hill Schools will use the student’s full legal name on all official documentation, including, but not limited to, educational records, state testing reports, disciplinary records, and any and all records that federal and state law require the school district to maintain.

Rich Hill Schools has the unilateral authority to modify, change, alter, or rescind the use of a student’s preferred name.

What is a preferred name?

A preferred name is a first name that may be used instead of one’s legal first name. Students, with parental permission (if under 18 years old), may choose to use their preferred first name in their daily school activities and in the classroom, as permitted by federal and state law. Official school records, including educational records as defined by the Family Educational Rights and Privacy Act (“FERPA”), require the use of the student’s legal name. When possible, the student’s preferred name will be used.

Please complete the following information:

Student’s full legal name: _____
(Last) (First) (Middle)

Print the student’s preferred name: _____

Student’s Date of Birth: _____

I have read, understand, and acknowledge the foregoing “Student Preferred Name Form.” I understand that the designation of a preferred first name is not a legal name change. I understand that Rich Hill Schools reserves the right to refuse a student and/or parent/guardian’s request to use the preferred name if it contains inappropriate or offensive language or if the preferred name is being used for misrepresentation or other unlawful purposes. I understand that certain official records, including educational records and reports, maintained by Rich Hill Schools will continue to display and use the student’s legal name. I hereby give my express permission for Rich Hill Schools to use the above-identified preferred name for the student identified herein.

Student’s signature Date Parent/Guardian’s signature Date

Please submit this signed form by email or in person to Dr. John Gilbert, Mrs. Mendy Bridgewater, Mrs. TJ Black, or Mrs. Carla Toppas in the High School or Elementary Offices.