

Downey Unified School District

STUDENTS

LEGAL NAMES OF PUPILS

AR 2150

Proof of Name and Age

The parents/guardians of a child shall, prior to the admission of the child to kindergarten or first grade of a school district, present proof to the authorities of the district as evidence that such child is the minimum age fixed by law for admission thereto. Such evidence shall be in the form of a certified copy of a birth record or a statement by the local registrar or a county recorder certifying the date of birth, or a baptism certificate duly attested, or a passport, or, when none of the foregoing is obtainable, an affidavit of the parent, guardian, or custodian of the minor.

Proof of Name

The governing board of every school district, when referring to the surname of any pupil, shall use the surname of such pupil shown on the documents submitted to satisfy the requirements of the Education Code. If the pupil's surname has been changed since such submission pursuant to judicial process, the surname shown on the current order shall be used.

Proof of Name Beyond Document Age

Since documentary proof of age is a requirement only for admission to kindergarten or first grade, those pupils who enter the District for the first time in grades beyond the first grade should be enrolled under the name shown on school transfer or accumulative records. If such records are not available, documentary proof of age may be requested to ascertain the pupil's surname.

Change of Pupil's Name

Current name changes can be effected only through judicial process, unless the name currently used in school records and in referring to the pupil is a name other than that shown in documentary proof described in the Education Code. In the latter case, the name shall be changed to coincide with the documentary evidence.

Judicial Process

1. A legal change of name pursuant to provisions of the Code of Civil Procedure.
2. Legal adoption.

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LEGAL NAMES OF PUPILS - continued

AR 2150

Judicial Process - continued

3. Court naturalization proceedings. School records shall be changed by blotting out all reference to the former name in the records or by recopying the records.

Name in Daily Use

At the request of the parents/guardians, the school shall use the family name in daily use providing the official records are maintained as set forth in this administrative regulation.

Approved: 9/10/64, 7/1/68