

## **Student Registration – Legal name vs. “Other name”**

California law requires that school districts use students’ legal names, not nicknames, in pupil records. The California Code of Regulations, Title 5, Chapter 2, Subchapter 2, Article 3, Section 432 states in part *...records shall include the following:*

- (A) ***Legal name of pupil***
- (B) *Date of Birth*
- (C) *Method of verification of birth date*
- (D) *Sex of pupil*
- (E) *Place of birth*
- (F) *Name and address of parent of minor pupil*
  - a. *Address of minor pupil if different than the above*
  - b. *An annual verification of the name and address of the parent and the residence of the pupil*
- (G) *Entering and leaving date of each school year and for any summer session or other extra session*
- (H) *Subjects taken during each year, half-year, summer session, or quarter*
- (I) *If marks or credit are given, the mark or number of credits toward graduation allows for work taken*
- (J) *Verification of or exemption from required immunizations*
- (K) *Date of high school graduation or equivalent.*

To avoid problems for students at the time of graduation, registrars must ensure that students’ **legal names** are on diplomas, not nicknames. Using a nickname would also create a problem for students returning to request their transcripts: by law, transcripts must have a student’s legal name printed on them.