


INDEPENDENT SCHOOL DISTRICT 271  
Bloomington, Minnesota

**REQUEST FOR SCHOOL BOARD ACTION**

DATE OF BOARD MEETING: May 22, 2017

SUBJECT: Policy 542, Legal Name

ORIGINATING DEPARTMENT: Academic Services

APPROVAL OF ADMINISTRATIVE CABINET MEMBER: Eric Melby   
Assistant Superintendent

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**RESOLUTION FOR BOARD TO ADOPT:**

RESOLVED, that the School Board of Independent School District 271 approves revised Policy 542, Legal Name.

**RECOMMENDATION OF SUPERINTENDENT:**

Approve. 

**BACKGROUND:**

On May 11, 2017, the School Board Policy Committee reviewed draft revisions to Policy 542 Legal Name prepared and presented by Administration, which also included the use of standard district terms.

The committee made no additional edits to the Policy.

District Legal Counsel reviewed.

Adopted: December 11, 2006  
Superintendent Review: March 16, 2008  
School Board Revised: May 22, 2017 [Routine Review]  
Contact Person: Assistant Superintendent

POLICY 542                      LEGAL NAME

I.        PURPOSE

To set requirements for the legal name of a child enrolled in our District.

II.      GENERAL STATEMENT OF POLICY

To be enrolled in our District, each child or his/her parent or legal guardian, will furnish the principal, or his/her designated representative, the legal name of the child. This legal name shall be verified by a birth certificate or other legal document and shall be used on all school records until legally changed.

Student data/directory information recorded with the District prior to legal name change remains as recorded as it is considered historical data.