

Sun Valley High School Yearbook Name Change Request Guidelines

The Sun Valley HS Yearbook Committee understands that sometimes a name change is desired by students. If a student would like to change their name in the yearbook, please review the following policy and guidelines and submit this completed form to the Yearbook Advisor by **September 30th**.

The Yearbook Committee will change your LEGAL NAME on file in the current yearbook if the student meets the following conditions:

Option A. You are over the age of 18 years on or before September 30th of the current school year. If over 18 years of age, no parent/guardian notification or approval is necessary.

-OR-

Option B. You are under the age of 18 years on or before September 30th of the current school year. You must obtain parent/guardian approval shown by signatures on this form. Once this form is submitted, the parent/guardian will receive a follow-up phone call from the respective yearbook advisor to confirm this decision.

In either case, the respective yearbook committee will do their best to change the student's name appearing throughout the yearbook, but **cannot guarantee that all instances will be discovered and changed**. This is not a fool-proof process.

In order to publish the yearbook in a timely manner, the yearbook committee has to meet deadlines with the publisher throughout the school year. Once pages are submitted to Jostens for printing, we can no longer make changes to those pages. Once your name change request has been approved you **cannot change your name back or change it again** for that school year's yearbook publication.

Name change requests will **NOT be accepted after September 30th**.

We reserve the right to **refuse offensive and derogatory names** and request a different name be chosen (generally, in the case of nicknames).

The student's name change request will only apply to the current school year's edition of the yearbook. The name change request **must be submitted annually for each new edition**.

Thank you for the opportunity to serve you. If you have any questions, please do not hesitate to contact administration, the yearbook advisor, or any school counselor at your school.

Sun Valley High School Yearbook Name Change Request Form

Please return your completed form to the Main Office % Ms. Willow
or email to ewillow@pdsd.org no later than September 30th.

LEGAL NAME ON FILE with Penn Delco SD: _____

REQUESTED NAME: _____

Option A. I, _____ (print name), certify that I am over the age of 18 (as of September 30th of the current school year) and I do not need parent/guardian approval to make this name change request.

_____ (signature of student over 18)

-OR-

Option B. My child, _____ (print name), requests that his/her/their name be changed in the yearbook. I approve of this name change to be printed in the current year's edition of their respective yearbook which will be distributed to any and all persons who purchase a yearbook, including students, parents, community members, alumni websites, staff members, and other community organizations such as libraries and alumni associations. As my child is not yet 18 years of age as of September 30th of the current school year, my signature indicates my approval for this change to occur.

_____ (signature of parent/guardian) DATE: _____

_____ (printed name of parent/guardian)

_____ (signature of student) DATE: _____

_____ (printed name of student)

_____ (parent/guardian phone number where you may be reached during the day to verify this requested action)

APPROVED _____ DENIED _____ DATE: _____
Advisor signature *Advisor signature*

THIS ACTION IS GOOD FOR THE CURRENT SCHOOL YEAR ONLY (2025 - 2026) AND MUST BE RENEWED ANNUALLY.