

Jackson High School

Yearbook Name Change Request Form

We understand that sometimes a name change is desired. We'd like to do our best to accommodate that.

Here are our guidelines on changing names:

We will change your listed first name in the respective yearbook if you meet the following conditions:

- A. Both the student and all legal custodial guardians and/or parents must agree and sign the form. The name change is allowed for a first name, but not a legal last name. A follow-up phone call by the respective yearbook adviser to confirm this decision will be made.
- B. You must meet the deadline.

Please know that the respective yearbook staff will do their best to change each instance of your name appearing in the yearbook, but cannot guarantee that all instances will be discovered and changed. This is not a fool-proof process. The earlier in the year that this request is placed, the better the odds will be that we will catch more instances of your name to change. Our software does not have a "search for" option to find your name and this process is done page-by-page by hand by a yearbook staffer.

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

This change request covers the current school year and current edition of the respective yearbook only. The name change request must be submitted annually.

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

Yearbook Name Change Request Form

Deadline: February 1, 2025

LEGAL NAME ON FILE with the Jackson Local School District:

_____ Grade _____ Date _____

REQUESTED NAME:

My student, _____ (print official name), and his/her parents request(s) that his/her 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 (Classmates.com, etc.), staff members, and other community organizations such as libraries and alumni associations.

My signature indicates my approval for this change to occur.

(signature of 1st parent/guardian)

(printed name of 1st parent)

Phone number where you can be reached for confirmation _____

(signature of 2nd parent/guardian)

(printed name of 2nd parent)

Phone number where you can be reached for confirmation _____

(student signature)

(printed name of student)

If parents cannot be reached for confirmation, we cannot proceed with a name change.

**THIS FORM IS GOOD FOR THE CURRENT SCHOOL YEAR ONLY
AND MUST BE RENEWED ANNUALLY.**