## **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 <u>cannot guarantee that all instances will be</u> <u>discovered and changed</u>. 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 Loc	cal School District:		
	Grade	Date	
REQUESTED NAME:			
My student, that his/her name be changed in the yeark the current year's edition of their respecti persons who purchase a yearbook includir websites (Classmates.com, etc.), staff men libraries and alumni associations.	ve yearbook which will be ng students, parents, comm	distributed to any and all nunity members, alumni	
My signature indicates my approval for thi	s 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	(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.