Academy School District Twenty

Change-of-Name Form

Please complete this form. Incomplete forms will not be processed. Bring this completed form and name verification to Central Registry, 1110 Chapel Hills Drive, along with one of the following verification documents for the new name: marriage certificate, divorce decree, state-issued driver's license, court documents granting name change, or student birth certificate with new name.

Today's date: _____

This change is for: ☐ Student ☐ Mother ☐ Father

Student's full name: _____

Current school of attendance: _____ Current grade: _____

Previous Name: _____

Home phone: _____

New Name: _____

Home phone: _____

***** IN ORDER FOR CHANGE OF NAME FORM TO BE PROCESSED, A SIGNATURE IS REQUIRED*****

_____ _____

Father's Signature Date

_____

Mother's Signature Date

Step-parents are ***not considered legal guardians*** unless they have legal guardianship paperwork which must be provided to D-20. Updated identification information will be posted to the extended parent portal approximately 24 hours after the change of name has been posted to your account.

This signature page must be signed and dated. **It must be delivered to Central Registry, 1110 Chapel Hills Drive, Colorado Springs, CO.**

Do not write below this line. For Central Registry Use Only

Date changed in Database: _____

Entered by: _____ (Revised 11/06/2013)