




Intradistrict Communication

DATE: April 22, 2016

TO: High School Principals
High School Registrars

FROM: Administrators of Schools 
Dr. Anthony Godfrey, Associate Superintendent of Schools 
Luann Leavitt, Consultant for Planning and Student Services 

SUBJECT: Graduation Verification Involving a Name Change

This is to provide some guidance to Registrars when a patron who has graduated from a Jordan School District school and after graduation had their name changed through the courts. In this type of situation, the original Transcript is not to be altered if the name change occurred after the student graduated from a Jordan District school.

A legal court order is required to issue the attached verification that indicates the date it was filed with the courts and has a Judges signature.

The following steps should be taken when this above request is made:

- Complete to the attached Graduation Verification when a "Name Change" request is made for a student who has graduated from Jordan School District and the original Transcript indicates a different name.
- Keep a copy of the court order and the issued Graduation Verification Form with the original transcript. These two records will remain with the official transcript permanently.
- In Skyward, pull up the student's original name. In the Profile screen, enter the new name into the "Other Name" Field as it is shown on the court documents that were provided.
- When Graduation Verification phone calls come into the schools, if the name provided is not found in an original search, perform an Advanced Search using the new name provided and search the "Other Name" field to ensure all possible names were searched before we either confirm or deny that a student attended or graduated from a Jordan School District school. (This is a daily procedural change from what has been done in the past.)

If the student is a current student and has not yet graduated, the Skyward system may be updated upon receipt of the court order indicating the name change. This documentation is to be kept in the Student's Cum Folder. Please contact Planning & Student Services with any questions. Thank you.

SCHOOL LETTERHEAD

**Graduation Verification Letter involving a Name Change
Legal Court Documentation required
[Remove this description before issuing]**

[Insert Date of Letter]

To Whom It May Concern:

Issuance of this letter, with the required certification stamp below, confirms that [insert new name] graduated from [insert name of High School] on [insert date].

Sincerely,

Registrar
[Insert High School Name]

High School Certification Stamp