

SIS – Name Entry Guidelines

Students

We register students' using their legal name:

- Listed on the birth certificate
- Social Security Card (CSRS refers to this)
- Drivers License
- Court documentation or other legal documentation
- Only exception: proof of a child being in danger if we use legal name (in protected housing)

Parents/Guardians

List the parents name as written on the application:

- Ask if they have other students in the WSD
- Check to see if the name is listed the same way
- If already in the system – use that name. You may check with the parent to be sure how they wanted it listed for all kids (the name must be the same for every child!)

Names such as St. John or De Los Reyes will be listed as StJohn, DeLosReyes.

Dual names such as Ortiz Gonzalez (If the birth certificate has a hyphen use it, if not do not put in the hyphen – it should match the birth certificate exactly).

****Remember we are trying to be as consistent as possible, but you may come across a situation with extenuating circumstances and we will just have to do the best we can****