

Parma City Schools

Yearbook Name Change Request Form

Due by February 1, 2021

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

Here is our policy on changing names:

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

EITHER:

- A. You are over the age of 18 years on or before August 15th of the current school year. If over 18 years of age, no parent/guardian notification or approval is necessary.
- B. You are under the age of 18 years on or before August 15th of the current school year, you must obtain parent/guardian approval shown by signatures on this form and a follow-up phone call by the respective yearbook adviser to confirm this decision.

In either case, the respective yearbook staff will do their best to change each incident of your name appearing in the yearbook, but cannot not 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

Due by February 1, 2021

LEGAL NAME ON FILE with the Parma City School District:

REQUESTED NAME:

I, _____ (print name), certify that I am over the age of 18 (as of August 15th of the current school year) and I do not need parent/guardian approval to make this name change request.

_____ (signature of student over 18)

My child, _____ (print name), requests 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 Web Sites (Classmates.com, etc.), staff members, and other community organizations such as libraries and alumni associations.

As my child is not yet 18 years of age as of August 15th of the current school year, my signature indicates my approval for this change to occur.

_____ (signature of parent/guardian)

_____ (printed name of parent/guardian)

_____ (signature of student)

_____ (printed name of student)

_____ (parent/guardian phone number where you may be reached during the day to verify this requested action)

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