

## *Klahowya Secondary School*

7607 NW Newberry Hill RD  
Silverdale, WA 98383

September 2009

Dear Parents/Guardians:

Central Kitsap School District schools are required to maintain official school records using the legal names of students. The requirement is intended to preserve the accuracy of our records and to avoid involving school staff in disputes among family members.

When a student initially registers in a District school, proof of legal name is required. Schools may require proof of legal name for a student who is already enrolled if a question arises about the student's legal name. A birth certificate, social security card, driver's license, adoption decree, court order changing or confirming a name, military ID, or passport is adequate proof of legal name.

While nicknames may be used in informal communications, and may be included in those official records whose format permits such additions, nicknames may not be substituted for legal names in official records.

Except for correction of clerical errors, legal surnames used in school records may be changed only upon presentation of a social security card, driver's license, adoption decree, or court order reflecting a change in the student's legal surname. The records of a student who has assumed a surname other than the legal surname, i.e., the surname of a stepparent, will be kept in the legal name of the student.

We recognize that these requirements may cause some discomfort to the students who have assumed surnames as well as to the members of their families. School staff members are not permitted to create or maintain official records that do not comply with these requirements. If you wish to discuss this issue, please contact me, or Patti Woolf, Director of Operations at (360) 662-1625.

Sincerely,

Ryan Stevens  
Principal