

Legal Name Change Form

Instructions

1. Print a "Legal Name Change Form".
2. Indicate your school name and the school year.
3. You will need to fill out one form for each student record that needs to be changed.
4. Provide information for all fields listed on the form.
5. Please provide contact information in case we have any questions about your request.
We ask for a name, phone number, and fax number.

Question? Call (802) 828-1017

Contact Information:

If you have questions about this document or would like additional information please contact:
Data Management and Administrative Team, (802) 828-1017

Legal Name Change Form

Please use this form only to notify AOE of a legal name change for a student.

Enrolling School _____

For School Year _____ - _____

PERM NUMBER _____

FORMER FIRST NAME _____ NEW FIRST NAME _____

FORMER MIDDLE NAME _____ NEW MIDDLE NAME _____

FORMER LAST NAME _____ NEW LAST NAME _____

POST NAME _____ NEW POST NAME _____

DATE OF BIRTH _____

Contact information for these revisions:

Name: _____

Phone: _____ Fax: _____

Please Return to:

IT Team: Data Management & Administration Team

1 National Life Drive, Davis 5

Montpelier, VT 05620-2501

(802) 828-1017 (Phone) (802) 828-6430 (Fax)