



Regional Office of Education LASALLE, MARSHALL & PUTNAM

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REQUEST TO CHANGE NAME ON ACADEMIC RECORDS

Social Security Number _____ Birthdate _____

Former Name _____

New Name _____

Documentation Required

Court Document which shows legal change of name or authorization to resume maiden name.

IF a legal document cannot be provided, then a reason for the name change, plus a social security card and two additional pieces of identification showing new name must be provided.

Reason For Change

Documentation Submitted

Please identify Below

- | | | |
|-------------|----|----------------------|
| Copies must | 1. | Social Security Card |
| be attached | 2. | _____ |
| to form | 3. | _____ |