



# AIM QUICK FIXES

## Student Name Changes



**SCENARIO:** Student has a legal name change, or district realizes student was not enrolled with legal name.

**FIX:** Create a new identity record for the student.

Click the **Search** tab. *Search for a: All People*. Enter the student's last name and click **Go**.

The screenshot shows the search results for 'Carter, June' with the following details:

- PersonID: 877
- \*Last Name: Carter
- \*First Name: June
- \*Gender: Female
- \*Birth Date (Age: 8): 08/10/2003
- Race/Ethnicity: 6:White
- State Race/Ethnicity: White
- Federal Designation: N:No
- Hispanic/Latino: N:No
- Race/Ethnicity Determination: N:No

The screenshot shows the 'Identities Editor' for 'Carter, June' with the following details:

Identity	Current	Effective Date	Birth Date	District
Carter, June	X	08/31/2011	08/10/2003	Cascade Public Schools

Identity Information:

- PersonID: 877
- \*Last Name: Cash
- \*First Name: June
- \*Gender: Female
- \*Birth Date (Age: 8): 08/10/2003
- Race/Ethnicity: 6:White
- State Race/Ethnicity: White
- Federal Designation: N:No
- Hispanic/Latino: N:No
- Race/Ethnicity Determination: N:No

Click the **Identities** tab. Click **New**.

Enter the student's new, legal last name (and first or middle name as applicable).

Click **Save**.