

THIS AIM USER GUIDE
EXPLAINS THE PROCESS FOR
ENTERING A LEGAL NAME
CHANGE OR ADDING A
PREFERRED NAME OR GENDER
FOR A STUDENT WITHIN
INFINITE CAMPUS.

Student Name Changes

AIM User Guide

This AIM User Guide explains the process for entering a legal name change or entering a preferred name or gender to a student within Infinite Campus. **It is important to create a new identity for the student instead of deleting or altering any previous personal student data.**

NOTE: The information recorded under the '**Identity Information**' section of the 'Identities tab', is what is recorded at the state level of the AIM system for state reporting and is the name that will show up on local reports and teacher rosters etc. If the student has a preferred name or gender which is different than their legally documented name or gender, enter it under the **Identity Information** section and then enter the legal name or gender under the **Protected Identity Information** section. This is only necessary if their preferred name or gender do not match their legally documented name or gender.

Entering a Legal Name Change or Entering a Preferred Name:

Scenario A: 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 with new name. This allows there to be a history of the name change in the system and searching using either the old or new name will bring up the same student.

1. Click the **Search** Tab.
2. Select **All People** from the search criteria box.
3. Enter the student's last name, then click **Go**.
4. Click the **Identities** Tab.
5. Click **New**.
6. Enter the student's new legal name information under the **Identity Information** section. (**NOTE:** If the student has a preferred name or gender which is different than their legal name or gender, you may enter it under the **Identity Information** section and then enter the legal name or gender under the **Protected Identity Information** section. This is only necessary if their preferred name and gender do not match their legal name or gender.)
7. Click **Save**.
8. Refresh your search results by clicking **Go** under the **Search** tab again for the name to change under Search Results or at the top of the screen.

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The screenshots illustrate the steps to add a new identity record for a student named Standall, Kaitlyn. The first screenshot shows the search results for the student, with the 'Identities' tab selected. The second screenshot shows the 'Identities Editor' form, where a new identity record is being added. The third screenshot shows the 'Identity Information' section of the form, which includes fields for Last Name, First Name, Middle Name, Suffix, Gender, Birth Date (Age: 7), Soc Sec Number, and Legal Gender. The 'Protected Identity Information' section is also visible, containing fields for Legal Middle Name and Legal Suffix. The 'Race/Ethnicity (Edit)' section is at the bottom, showing Federal Designation, Race(s), Hispanic/Latino, and Race/Ethnicity Determination.

Identity	Current	Effective Date	Birth Date	District
Standall, Kaitlyn	X	08/26/2015	03/18/2008	Infinite Campus

Identities Editor	Current	Effective Date
Jenner, Kaitlyn M	X	03/02/2018
Standall, Kaitlyn		08/26/2015

Identity Information			
*Last Name	*First Name	Middle Name	Suffix
*Gender	*Birth Date (Age: 7)	Soc Sec Number	
Protected Identity Information			
Legal Gender	Legal Middle Name	Legal Suffix	

Race/Ethnicity (Edit)
Federal Designation: 6 White
Race(s): White
Hispanic/Latino: N No
Race/Ethnicity Determination: 01 Parent Identified

Scenario B: Student has a preferred name or gender that is different from their name or gender on a legal document. I.e., student's birth certificate says female, but the student identifies as male.

Fix: Create a new identity record for the student with the preferred name or gender. This allows there to be a history of the name change in the system and searching using either the old or new name will bring up the same student.

1. Click the **Search** Tab.
2. Select **All People** from the search criteria box.
3. Enter the student's last name, then click **Go**.
4. Click the **Identities** Tab.
5. Click **New**.

6. Enter the student's preferred name information under the **Identity Information** section and then enter the legal name or gender under the **Protected Identity Information** section. This is only necessary if their preferred name and gender do not match their legal name or gender.
7. Click **Save**.
8. Refresh your search results by clicking **Go** under the **Search tab** again for the name to change under Search Results or at the top of the screen.

NOTE: The information recorded under the '**Identity Information**' section of the 'Identities tab', is what is recorded at the state level of the AIM system for state reporting, and is the name that will show up on local reports and teacher rosters etc. If the student has a preferred name or gender which is different than their legally documented name or gender, enter it under the **Identity Information** section and then enter the legal name or gender under the **Protected Identity Information** section. This is only necessary if their preferred name or gender do not match their legally documented name or gender.

For further assistance, contact the OPI AIM Helpdesk at 1-877-424-6681 or

[Submit an AIM Help Desk Ticket](#)