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.
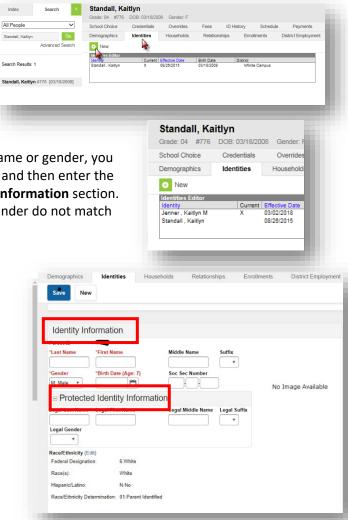
1. Click the **Search** Tab.
2. Select **All People** from the search criteria box.
3. Enter the student's last name, then click **Go.**
4. Click the **Identities** Tab.
5. Click **New.**
6. Enter the student's new legal name information under the **Identity Information** section. (NOTE: If the student 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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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