



Name Change Request

Directions

- This form should be used only for SSD students who require changes to the spelling of their name.
- Do not use a student's SSD Online cover sheet when submitting this form because doing so will reopen the student's request.
- Due to system limitations, first names longer than 12 letters and last names longer than 15 letters, including suffix or hyphen, will be shortened. This does not impact the student's record in any way.
- If the name change is significant (i.e., more than just a mistyped letter or changing a nickname to the full name), you must submit a valid photograph with the student's name and at least one of the following forms of identification:
 - School Identification Card
 - Birth Certificate
 - Social Security Card
 - Driver's License
 - Passport
 - Court Order of Legal Name Change
- Complete, sign, and fax this form along with identification documentation (if required) to the College Board's Services for Students with Disabilities at **866-360-0114**.
- Please allow 2 to 3 business days for the processing of name change requests.
- Incomplete forms may delay your request.

Student Information

School Code: _____ School Name: _____

SSD Eligibility Code: _____ Date of Birth: ____/____/____ Gender: Male Female

Previous Last Name: _____ Previous First Name: _____ Previous Middle Initial: ____

New Last Name: _____ New First Name: _____ New Middle Initial: ____

SSD Coordinator Signature

By providing my signature below, I authorize the College Board to update the student's name on his/her account. I also attest that all the information provided on this form is true and accurate.

SSD Coordinator Signature (required): _____ Date: _____