

Window

Information

## Names

*Last Name	*First Name	Middle Name	Suffix
Smith	John		Sr <input checked="" type="checkbox"/>

*Last Name	*First Name	Middle Name	Suffix
Smith	John	Andrew	Jr <input checked="" type="checkbox"/>

*Last Name	*Last Name	*Last Name
McDonald	O'Brien	DeLaCruz

*Last Name	*Last Name	*Last Name
DeLaCruz-Martinez	Gonzales-Munoz	Cruz-DeLosAngeles

*First Name	*First Name	*First Name
Ja'nine	Zen-Charise	DeyShai

Middle Name
AJ

No Middle Name
(X): No Middle Name <input checked="" type="checkbox"/>

No Middle Name
(Y): Initial is Middle Name <input checked="" type="checkbox"/>

### General Information

- Verify student's legal name with birth documentation.
- **Do not** use foreign accents names.
- **Do not** use periods or commas in name fields.
- **Do not** enter spaces in name fields.
- Use the pull down for Suffix field for Jr, Sr, I, II, etc.

### Student Information

- Verify student's legal name with birth documentation.
- Enter full middle name.
- Enter initial for middle name only if it appears on the birth documentation.
- **Do not** enter NMN, N/A or None as the middle name.

### Last Name with Prefix

- Do not use a space after a prefix.

### Double Last Name

- Enter a hyphen between double last names.

### Double First or Middle Name

- Use a hyphen or apostrophe **only** if it appears on the birth verification record.
- **Do not** enter a space before or after an apostrophe or hyphen.
- If there are two or more first or middle names, type names with **no** spaces.

### Double Middle Initial

- Use double initial **only** if it appears on the birth verification record.
- Do not put a period after the initial(s).

### No Middle Name

- If there is no middle name on the birth verification record, select **(X): No Middle Name** in the **No Middle Name** field on Census Demographics tab.

### Initial is Middle Name

- If the middle name on the birth verification record is an initial only, select **(Y): Initial is Middle Name** in the **No Middle Name** field on Census Demographics tab.

**Infinite Campus data confidentiality must be maintained in accordance with DPS Board Policy JRA/JRC.**