Preferred Name Request Form

Directions:
Complete this form if you would like Central Lakes College (CLC) to use a preferred name for you in its records, consistent with System Procedure. If you complete this form, your preferred name will appear in your campus email address, system directories, class rosters and other CLC records as technically feasible except where your legal name is required. You may request a preferred first, middle and/or last name. CLC reserves the right to deny a requested preferred name if the requested name is inappropriate (is used to avoid a legal obligation, to misrepresent, violates some system policy, etc.) You must show photo identification for security purposes. Students should return this form to the CLC Welcome Center; Employees return to Human Resources

Legal Name

<table>
<thead>
<tr>
<th>Legal First Name:</th>
<th>Legal Middle Name:</th>
<th>Legal Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tech ID, Student ID, or STAR ID</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Preferred Name:
Please complete each of the fields below as you would like them to be displayed. Where technically feasible, this is the name that will be displayed within MinnState records where legal name is not required. By completing the information below, you are requesting your preferred name appear as listed at any MinnState institution where you have an educational or employment relationship, and where the legal name is not required for business or legal reasons. Note that presentations of preferred name will be subject to the availability of technical resources at individual institutions.

<table>
<thead>
<tr>
<th>Preferred First Name (Optional):</th>
<th>Preferred Middle Name: (Optional)</th>
<th>Preferred Last Name (Required):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Requestor:</td>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Email Address of Requestor for Confirmation of Request</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For office use only

<table>
<thead>
<tr>
<th>Photo ID Verified By:</th>
<th>Date:</th>
</tr>
</thead>
</table>
CLC is committed to legal affirmative action, equal opportunity, access and diversity of its campus community. This document is available in alternative formats, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service. 7/2018

CLC Contact Information:

CLC Brainerd Campus
501 West College Drive
Brainerd, MN  56401-3900
1-800-933-0346 or
218-855-8000
Fax:  218-855-8269
askclc@clcmn.edu

Staples Campus
1830 Airport Road
Staples, MN  56479-3252
1-800-247-6836 or
218-894-5100
Fax:  218-894-5185
askclc@clcmn.edu