

## Enrolling Students in PowerSchool with a Single Legal Name

When a school enrolls a new student, the student's complete legal name as identified on the accepted official documentation, must be entered in PowerSchool as it appears in the document. If the student has a preferred first name, this name can also be entered in PowerSchool.


A student may arrive at your school to enroll having a single legal name rather than a 'first' and 'last' name. Currently in PowerSchool, both first name and last name are required fields. The Department of Education and Early Childhood Development is working towards a solution to properly record a single legal name in PowerSchool, but in the meantime, schools should follow the below procedures when enrolling a new student with a single legal name. These procedures also apply to any currently enrolled students in your school, so be sure to update any existing student records.

Procedure for recording students in PowerSchool with a single legal name:

1. Enter the student's legal name in the **Last Name** field.
2. Enter a hyphen in the **First Name** field.
3. Enter a hyphen in the **Preferred First Name** field.
4. The student's legal single name must also be entered in the **Full Name** field (so that report cards and transcripts will properly display the student's name on the document).

Below is an example of the PowerSchool Demographics page for a student having a single name.

### General Demographics

Cher, - 2 22719  SVS HMRM: NS Program: E005 NS Funding Type: R

[Submit](#)

<b>Student's Legal Name</b> (last, first, middle)	<input type="text" value="Cher"/>	*	-	<input type="text"/>
<a href="#">Submit Documentation on Legal Name Change</a>				
<b>Preferred First Name</b>	<input type="text" value="-"/>			
<b>Full Name (Legal)</b> Last,First Middle	<input type="text" value="Cher"/>			

\*\* Use the full name field to accommodate student names which do not fit into the name fields provided. For reporting purposes the first name, last name, and middle name fields must always be completed.