

**MADEIRA CITY SCHOOL DISTRICT
GUIDELINES FOR LEGAL NAME CHANGE**

MARRIAGE

Your **LEGAL Name** is the name on your **Social Security Card and/or Drivers License**. When your name is changed on one of those legal documents, it can be used as a source document for a name change with the district.

A marriage license is not a legal document for a name change.

Providing the district with a **Social Security Card and/or Drivers License** will result in the following:

Name change in payroll

Name change for insurance purposes

Name change in DASL, Progress Book, EMIS

Name change in email address.

INSURANCE NOTE - You have 30 days from the date of your marriage to add your new spouse to any of the insurances you participate in.

DIVORCE

As mentioned above your **LEGAL name** is the name on your Social Security Card. Until your divorce is final and the district is provided with a copy of a final divorce decree that specifically states you have reclaimed your maiden name, your name **CANNOT** be changed.

If you file a **Legal Name Change** in court and it is granted before the divorce decree is final, then with a copy of the **Court Order** a name change can be processed.

A name change will be processed in all systems concurrently.

INSURANCE NOTE - Spouses cannot be removed from your insurance plan until the divorce is finalized and you have submitted a copy of the final divorce decree.

INSURANCE NOTE – Beneficiary changes for life insurance may be made at any time.