

**801.01      PROCEDURE: NAME CHANGE OF A SCHOOL**

Pursuant to Board Policy 801.01 BUILDINGS AND GROUNDS: NAME SELECTION the Board will have final approval for any school name change. The following process will be used to bringing forward any proposed name change for a school.

1. School administration shall provide a clear statement of rationale for the proposed name change or options for name change. This will be provided to the Superintendent (designee) and the appropriate staff for review/approval before the process moves forward.
2. The Board shall be informed of the proposed change by the Superintendent (designee).
3. The school administration shall put the proposed name change or options for change before the following for consideration and feedback:
  - School Staff
  - Site Council
  - PTA/PTO
  - Parents/Guardians
  - Students
  - School Community
4. The proposed name change or options for change shall be presented to the community through one or more of the following:
  - Media
  - Notice sent to the homes of the school community
5. The school community will be provided the opportunity to vote on the name change through a process determined by the school administration.
6. Once approval of a name has been obtained through the above process, a Board Agenda Item shall be prepared for inclusion in the next scheduled Board of Education meeting agenda. A packet documenting the process should be prepared for each Board member (8 copies – one for the official record). This should be provided to the Secretary to the Board no later than Wednesday morning of the week prior to the official Board meeting date.
7. Upon approval of the name change, the Board Secretary will provide the Superintendent (designee) with a certification of the action approving the name change. The Superintendent (designee) would then send the name change request to the Minnesota Automated Reporting Student System (MARSS) coordinator.
8. Upon receipt of the certification of name change the MARSS coordinator will then take all actions necessary to coordinate with the Business Office, Human Resource and the State to ensure the name change is accurately made with those entities.

**LEGAL REFERENCES:**

**CROSS REFERENCES:**