



Admissions and Records

2400 W Bradley Ave
 Champaign, IL 61821
 Phone (217)351-2482
 Fax (217)353-2640

Request for Chosen Name

(Please print legibly)

Full Legal Name _____ Parkland ID Number _____

Chosen First Name will be used for:	Legal full name must be used for:
<ul style="list-style-type: none"> • Parkland ID card • Class Rosters and Grading Rosters • Cobra Learning Management System • Parkland College Public Directories • Electronic and Paper Communications (where legal name is not required) • Deans List • Visible in the Student Information System 	<p>Student Documents:</p> <ul style="list-style-type: none"> • Documents related to International Admissions • Financial Aid and Veteran Services documents • Cashier’s Office, including billing for state agencies • Federal or State Requests for Information (including tax forms) • National Student Clearinghouse • Academic Transcript • Academic Certifications (of enrollment, good standing, degree completion) • Athletic registry with NJCAA • Counseling Services • Health Information • Official Graduation List • Public Safety Interactions <p>Employment Documents:</p> <ul style="list-style-type: none"> • Payroll • Employment Documents and Tax Forms • Checks and Direct Deposit Files

If Parkland deems the request inappropriate, the college reserves the right to reject the request. Name changes may not be used to avoid legal obligations or for illegal purposes. Please note: Special characters are not allowed.

1. Chosen First Name: _____
2. I acknowledge that I understand where chosen name will and will not be used.
3. Would you like your Parkland username* to be changed to match your chosen name? Yes No
4. Pronouns: _____

**Note: Student Username change requests will be held until the end of the semester and applied at that time. Employees must submit a separate ticket with Campus Technologies.*

Submit completed form to the Office of Admissions and Records (U214) or email Admissions@parkland.edu.

Signature _____ Date _____