

# Name Options for Official Documents [GRLN]

Effective September 2023

## Transcripts

Official transcripts are available to students with either their **LIVED** or **LEGAL** name.

Unofficial transcripts do not contain a name but will display the **LIVED** name in self-service.

Transcripts requested by a third party will display the student's **LIVED** name.

Type	Name
Official	Lived or Legal
Unofficial	Lived
Third Party	Lived

**Important:** Electronic transcripts send notifications to the recipient using the name in the student's Parchment profile. This is created the first time a student accesses Parchment to order a transcript and must be manually maintained by the student.



## Education Verifications

Education verifications ordered through R'Web will have the student's **LIVED** name.

Students may choose either **LIVED** or **LEGAL** name for custom letters or for completion of forms.

Third party verifications through National Student Clearinghouse will use **LEGAL** names.

Type	Name
R'Web	Lived
Custom Letter or Form	Lived or Legal
Third Party	Legal

## Diplomas

Diplomas may display the student's **LIVED** or **LEGAL** name. Students may also choose to display a variation of their name, such as a middle initial.

Diplomas	Name Type
Diplomas	Lived or Legal

## Subpoenas

Subpoena responses will contain a student's **LIVED** And **LEGAL** names. Banner screenshots will contain **LIVED**, the SPAIDEN record will present **LEGAL**, and other department documents may display either.

Subpoenas	Name Type
Subpoenas	Lived and Legal