

Please submit the items below for a legal name change.

Legal Name Change

- Updated Social Security card
- Updated Driver's License or State Issued ID
- Legal Documentation showing reason for Name Change
- Updated Name on Teaching Certification
- Complete Life Insurance, Health Change Form, Oklahoma Teacher Retirement System form and the W-4 and submit them to HR.

Once you have completed the above items and submitted them to me, your email address will be changed to your new legal name, your name will be changed in Powerschool to match the name on your certificate and your name will be changed in the Personnel/Payroll system.

If you recently renewed your certificate and you do not want to pay for another updated certificate with your new name, you can complete the Application for Renewal of Oklahoma Standard Certificate and mail it to the address on the application. If you do not have a standard certificate, there are other application forms on their website for the correct certificate you currently hold.

If the application you mail in includes the renewal fee, they will mail you an updated certificate with the corrected name. If you do not include a fee, they will change it in the single sign-on, at no cost to you, and you will not receive an updated certificate.

There is no need to get a printed certificate as long as it is still current. I just need to be able to verify the name change in the Single Sign-On

Nothing will be changed until we have received all of the above items.