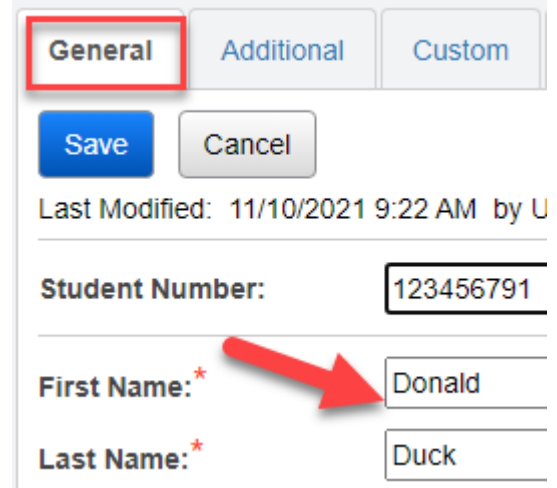# DASL fields- **First and Last Name**

- Located on the General Tab of the students profile
- Appears throughout the entire application
- Used on all reports (unless Legal Name is defined, or box is selected to use Called Name)
- Currently the only field used on Special Services forms (Refresh and SameGoal).
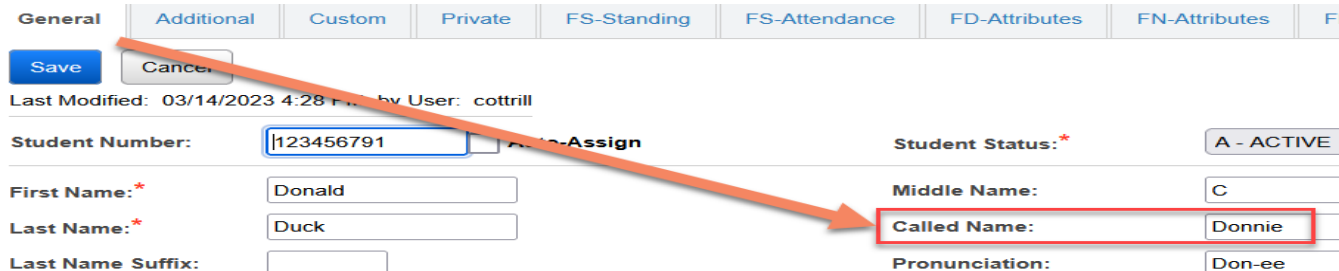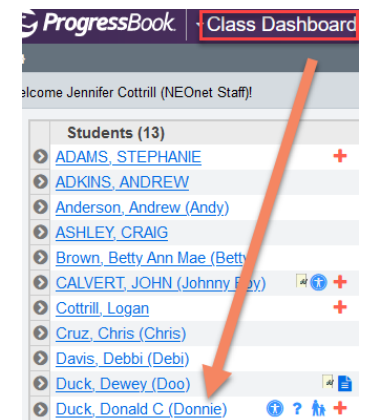
Note: If the student <u>does not</u> have Special Education forms, you *could* change this field if the student is requesting their name to appear in the software as something else. Please follow up by seeing the Legal Name box. If the student does have special education forms, we do not suggest changing the students first or last name on the general tab.

Note: If you change the name on the general tab and the teacher uses Google Classroom to sync grades back to Gradebook, the name must also be changed in Google Classroom. The sync uses name to import the grades.

General | Additional | Custom

Save | Cancel

Last Modified: 11/10/2021 9:22 AM by U

Student Number: 123456791

First Name:* Donald
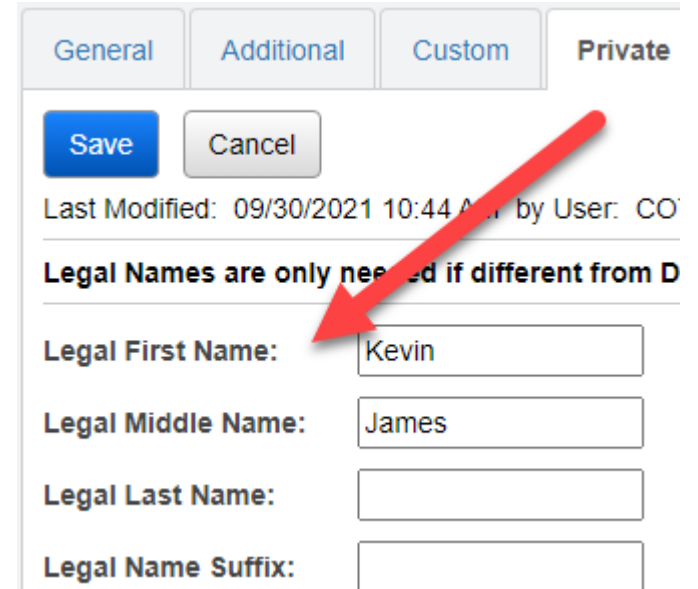
Last Name:* Duck

DASL field- **Called Name**

- Located on the General Tab of the students profile
- Appears in teachers Gradebook as Preferred name. Appears in Gradebook on class dashboard, hover tip, and on the Personal info tab. Teachers can also check Preferred Name to appear on the Seating Charts
- Appears in DataMap as Preferred Name
- Does <u>not</u> appear in Parent/Student Access or Special Services.
- Will appear on the students report card when choosing the option, student roster detail, and some attendance reports in parenthesis after name. It will also appear on the students transcript when choosing the option unless Legal Name is defined. (see Legal Name box)

General | Additional | Custom | Private | FS-Standing | FS-Attendance | FD-Attributes | FN-Attributes | FN

Save | Cancel

Last Modified: 03/14/2023 4:28 PM by User: cottrill

Student Number: 123456791 | Auto-Assign | Student Status:* A - ACTIVE

First Name:* Donald | Middle Name: C

Last Name:* Duck | Called Name: Donnie

Last Name Suffix: | Pronunciation: Don-ee

ProgressBook | Class Dashboard

lcome Jennifer Cottrill (NEOnet Staff)!

Students (13)
- ADAMS, STEPHANIE
- ADKINS, ANDREW
- Anderson, Andrew (Andy)
- ASHLEY, CRAIG
- Brown, Betty Ann Mae (Betty
- CALVERT, JOHN (Johnny Ray)
- Cottrill, Logan
- Cruz, Chris (Chris)
- Davis, Debbi (Debi)
- Duck, Dewey (Doo)
- Duck, Donald C (Donnie)

DASL field- **Legal First, Middle, and Last**

- Located on the Private tab of the students profile
- Only necessary if different from name on General tab.
- If entered, used for SSID assignment purposes
- If entered, used for testing Pre-Identification labs
- If entered, will print on the students transcript

*Note: If the student does have Special Education forms, the legal name field is not used for SpS. If the student does not have Special Education forms, this field *could* be used in conjunction with the General Tab name fields if the student would like their name displayed differently in the software.

| General | Additional | Custom | Private |

Save   Cancel

Last Modified: 09/30/2021 10:44 A.. by User: CO

Legal Names are only nee..ed if different from D

Legal First Name: Kevin

Legal Middle Name: James

Legal Last Name:

Legal Name Suffix:

DASL field- **Birth Gender**
- Located on the Private Tab of the students profile
- If entered, will print on the students transcript instead of what is on the General Tab
- If entered, will pull to SameGoal and used on student Details tab.

Birth Gender: M ∨

In summary,

If the student wants their name and gender to display in the software different from what their legal name and birth gender is, you could change this information on the General Tab in conjunction with the using Private Tab fields. UNLESS, the student has special education forms. In that case, the General Tab needs to remain the students' legal information so special education forms are correct and the Called Name could be used.**

It is the districts decision to use the Called Name or to change the First Name field for scenario when a student requests to go by a different name.

** **SameGoal** gender will pull based on Birth Gender in the SIS unless users choose to update gender in SameGoal manually