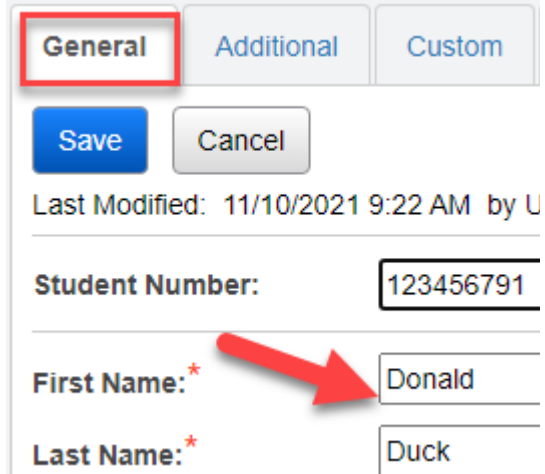


DASL fields- First and Last Name

- Located on the General Tab of the students profile
- Appears throughout the entire application
- Used on all reports (unless Legal Name is defined. See Legal Name box)
- Currently the only field used on Special Services forms (Refresh and SameGoal).

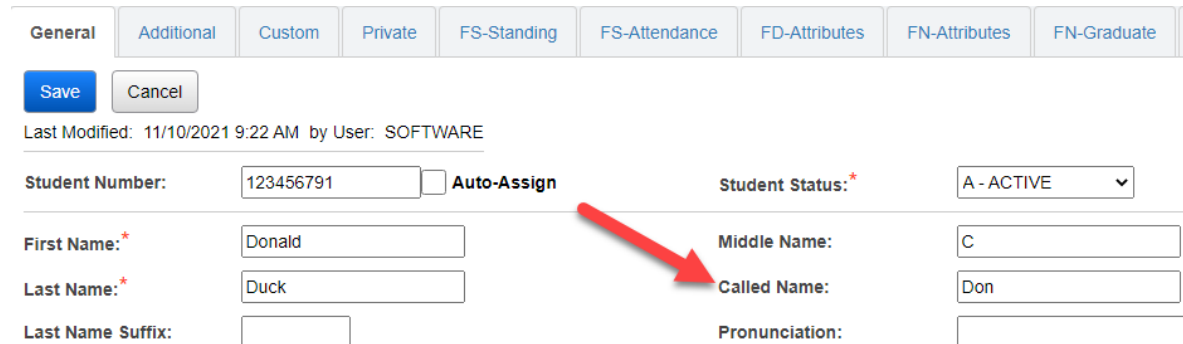
*Note: If the student does not have Special Education forms, you can change this field if the student is requesting their name to appear in the software as something else. Please follow up by seeing the Legal Name box. If the student does have special education forms, we do not suggest changing the students first or last name on the general tab.



DASL field- Called Name

- Located on the General Tab of the students profile
- Appears in teachers Gradebook as Preferred name when the teacher clicks on students name and open up Personal info tab
- Does not appear in Parent/Student Access, DataMap, or Special Services.
- Will appear on the students report card, student roster detail, and some attendance reports in parenthesis after name. It will also appear on the students transcript unless Legal Name is defined.

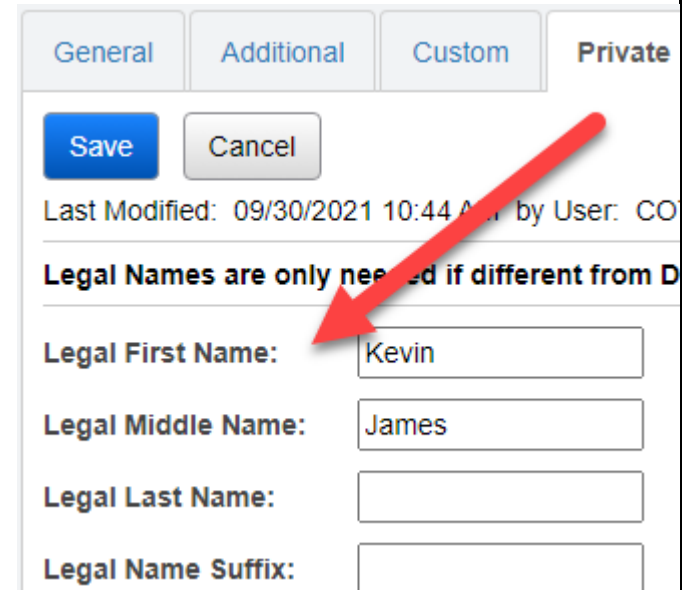
example: **I Duck, Donald (Don)**



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 can 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 AM by User: CO

Legal Names are only needed if different from D

Legal First Name: Kevin

Legal Middle Name: James

Legal Last Name:

Legal Name Suffix:

DASL field- Birth Gender

- If entered, will print on the students transcript instead of what is on the General 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 can 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.

Google Add on option: <https://chrome.google.com/webstore/detail/deadname-remover/cceilgmneijahkehfcgfalepihfbcg?hl=en-GB>