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**[princi\_elem] [principals] Using full student names in emails -- Please do!**

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**From :** Karen Apgar <apgar\_k@4j.lane.edu> Mon, Jan 23, 2023 12:33 PM  
**Sender :** princi\_elem <princi\_elem-bounces@4j.lane.edu>  
**Subject :** [princi\_elem] [principals] Using full student names in emails -- Please do!  
**To :** ssd cert <ssd\_cert@4j.lane.edu>, principals <principals@4j.lane.edu>, assist elem <assist\_elem@4j.lane.edu>, assist high <assist\_high@4j.lane.edu>, assist midd <assist\_midd@4j.lane.edu>

Greetings to everyone. Please share the following information with your staff and peers:

**Based on guidance from 4J's legal counsel, please use students' *Full Names* in emails. Please do not just use student initials.**

Regardless of what you may have heard in the past, emails within 4J should be referencing full names of students.

If you prefer to use only first name and last initial in the *subject line*, that is acceptable. However, in the body of the mail, please use students' full names. There are several reasons for doing this. Here are a few:

- Using a full name reduces confusion for staff who may not be very familiar with all of the students you work with (itinerant staff, district-level directors, etc.).
- Even when we use student initials, those emails are still part of that student's *legal educational record*, so it makes sense to just use the full name.
- When parents (or their lawyers) request a copy of their student's complete educational records, emails must be included. That means the Technology Department must comb through several years of emails that reference a student's initials to determine if it needs to be included in the Records Request. Using student initials does not make the email anonymous in any way.

Thank you for updating your email practices to include the full names of students. And, as always, please never put anything about a student in an email *that you would not say aloud in front of their parent*.

Have a great week!

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