

How To: Update or Change your Name in DCPS Systems

This job aid provides an overview of the steps necessary for DCPS employees to change or update their names in DCPS HR Systems. Employees may wish to change their names as a result of a recent life event, like marriage, divorce, or court-ordered name change.

Step 1

In order to change your official name on record with DCPS, please submit a written request, along with accepted documentation, as proof of your requested name change to the Employee Services Data Processing Team at dcps.pschangerequest@dc.gov.

To prove the new, legal name, you must submit a copy of the new social security card bearing the new name. Please note that receipts from the Social Security office will not suffice. A copy of the actual card must be submitted.

In addition, you must submit supporting documentation of the life event, outlined in the chart below:

| Life Event | Acceptable Documentation |
|--|--|
| <ul style="list-style-type: none"> • Marriage • Divorce • Court-ordered name change | <ul style="list-style-type: none"> • Marriage Certificate or License • Divorce Decree • Court Order |

Once your updated documents have been submitted for processing, the name change will reflect in PeopleSoft within two to three business days. If you are enrolled in benefits plans, this update will automatically be sent to your providers the following Friday with the weekly update.

Step 2

If you wish to change your email address, submit your request to dcps.staffingandonboarding@dc.gov. Within the email, please include how you would like for your new email address to read. Note that this change request will update the name that is generated in your existing email account and not create a second email account.

Step 3

Once a name has been changed in PeopleSoft, the updated name will automatically populate in core DCPS systems, (ie IMPACT Database, Department Chair Application, etc..) and ASPEN, but a request must be submitted by your school's Business Manager or Director of School Operations to the division that manages all other databases to reflect within those databases (ie PASS and SEDS) .

For questions about the name change process, please email dcps.pschangerequest@dc.gov. A response will be provided within 24 hours, or the next business day.