



Getting It Right

Reference Guides for Registering Students
with Non-English Names, 2nd Edition

Jason Greenberg Motamedi
Zafreen Jaffery
Allyson Hagen
Sun Young Yoon
Education Northwest
March 2017

 **NATIONAL CENTER FOR
EDUCATION EVALUATION
AND REGIONAL ASSISTANCE**
Institute of Education Sciences

 **REL**
NORTHWEST
Regional Educational Laboratory
at Education Northwest

U.S. Department of Education

Betsy DeVos, *Secretary*

Institute of Education Sciences

Thomas W. Brock, *Commissioner for Education Research*

Delegated the Duties of Director

National Center for Education Evaluation and Regional Assistance

Audrey Pendleton, *Acting Commissioner*

Elizabeth Eisner, *Acting Associate Commissioner*

Amy Johnson, *Action Editor*

Ok-Choon Park, *Project Officer*

REL 2016-158 v2

The National Center for Education Evaluation and Regional Assistance (NCEE) conducts unbiased large-scale evaluations of education programs and practices supported by federal funds; provides research-based technical assistance to educators and policymakers; and supports the synthesis and the widespread dissemination of the results of research and evaluation throughout the United States.

MARCH 2017

This project has been funded at least in part with federal funds from the U.S. Department of Education under contract number ED-IES-12-C-0003. The content of this publication does not necessarily reflect the views or policies of the U.S. Department of Education nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.

REL Northwest, operated by Education Northwest, partners with practitioners and policymakers to strengthen data and research use. As one of 10 federally funded Regional Educational Laboratories, we conduct research studies, provide training and technical assistance, and disseminate information. Our work focuses on regional challenges such as turning around low-performing schools, improving college and career readiness, and promoting equitable and excellent outcomes for all students.

This REL publication and ancillary materials are in the public domain. While permission to reprint or use this publication and ancillary materials is not necessary, it should be cited as:

Greenberg Motamedi, J., Jaffery, Z., Hagen, A., & Yoon, S. Y. (2017). *Getting it right: Reference guides for registering students with non-English names, 2nd edition*. (REL 2016-158 v2). Washington, DC: U.S. Department of Education, Institute of Education Sciences, National Center for Education Evaluation and Regional Assistance, Regional Educational Laboratory Northwest. Retrieved from <http://ies.ed.gov/ncee/edlabs>.

This publication and ancillary materials are available on the Regional Educational Laboratory website at <http://ies.ed.gov/ncee/edlabs>.

Photo Credits

Photographic images used by the Regional Educational Laboratory Northwest at Education Northwest on the indicated pages (cover, 3, and 21) supplied by Thinkstockphoto in compliance with Education Northwest's annual license agreement.

Acknowledgments

This project was informed by a previously published work by our colleagues at Regional Educational Laboratory (REL) Appalachia: Nicole Marcus, Carolyn Temple Adger, and Igone Arteagoitia. *Registering students from language backgrounds other than English* (Issues & Answers Report, REL 2007-025), <http://eric.ed.gov/?id=ED500783>.

We would also like to acknowledge the contribution of our advisors:

Annette Zehler, Center for Applied Linguistics and Regional Educational Laboratory Appalachia, and Theresa Deussen, Education Northwest.

And, we are indebted to our team of language experts, which includes Jason Greenberg Motamedi (Arabic), Chak-Lam Colum Yip and Karl Metzner (Chinese), Lavanya Murali Proctor (Hindi), Sun Young Yoon and Ok-Choon Park (Korean), Alla Kotsebchuk (Russian and Ukrainian), Rukia Mohamed (Somali), Delia Palomeque Morales (Spanish), Alfonso H. Pioquinto (Tagalog), Zafreen Jaffery (Urdu), and Quy Nguyen-Hoang, Tami Nguyen, and Thu Hoang (Vietnamese).

Finally, we wish to thank the members of the Road Map Project English Language Learner Working Group, with whom we have collaborated on numerous projects that seek to improve outcomes for diverse students in Seattle-area schools and districts.

Contents

Introduction: The Importance of Getting a Student's Name Right	1
Naming Conventions Reference Guides	
Arabic	5
Chinese	7
Hindi	9
Korean	11
Russian	13
Somali	15
Spanish	17
Tagalog	19
Ukrainian	21
Urdu	23
Vietnamese	25
Naming Conventions Reference Cards	27

Introduction

The Importance of Getting a Student's Name Right

Getting a student's name right is the first step in welcoming him or her to school. Staff members who work with student-level data also know the importance of accurately and consistently recording a student's name in order to track student data over time, match files across data sets, and make meaning from the data.

For students whose home language is not English, properly recording their information can be more difficult. School personnel who register students may not be familiar with different naming conventions in languages other than English. For example, Chinese, Korean, and Vietnamese names usually list the family name first, followed by the given name. Typically, Russian male and female last names have different endings, so a brother and sister may use slightly different versions of the same name. Incorrectly entering student names can mean that the same student is listed in different databases in various ways and often with incomplete records. Consequently, students who are eligible for services (e.g., English learner support) can be unidentified or overlooked.

What Are the Naming Conventions Reference Guides?

This set of naming conventions reference guides can help you accurately enter students' names in school, district, and state databases.* The guides are currently available for students with home languages of Arabic, Chinese, Hindi, Korean, Russian, Somali, Spanish, Tagalog, Ukrainian, Urdu, and Vietnamese.

In addition to facilitating accurate data entry, these guides can ensure that school and district staff (e.g., front office staff and registrars) address and greet parents and other family members in a culturally responsive and respectful fashion.

How To Use the Naming Conventions Reference Guides

The naming conventions reference guides provide a general overview of the naming practices in a given language (Arabic, Chinese, Hindi, Korean, Russian, Somali, Spanish, Tagalog, Ukrainian, Urdu, and Vietnamese).

Each guide will help school and district staff become more familiar with what to expect when they encounter students from these cultural backgrounds: for example, the number of given names or family names, the order of these names, and where the names might fit into common database fields. The reference guides also provide guidance on how to politely address parents.

*Based on stakeholder requests, this second edition of Getting It Right (REL 2016-158 v2) adds naming conventions for three languages—Arabic, Hindi, and Korean—and replaces Cantonese with Chinese and Punjabi with Urdu. The latter decisions were made based on the similarity of naming conventions across a wide range of Chinese dialects, and between Punjabi and Urdu. The first edition of this report was published in June 2016 (REL 2016-158).

For each language, a single-page, double-sided, user-friendly guide features:

1. What you need to know: a brief overview of the naming conventions in a specific language.
2. Addressing parents, students, and families: appropriate ways to address family members whose language is other than English.
3. Registering students: rules on how to register students.
4. Examples: a visual representation of how to enter some typical names.
5. Remember: additional guidance on naming conventions in a specific language.

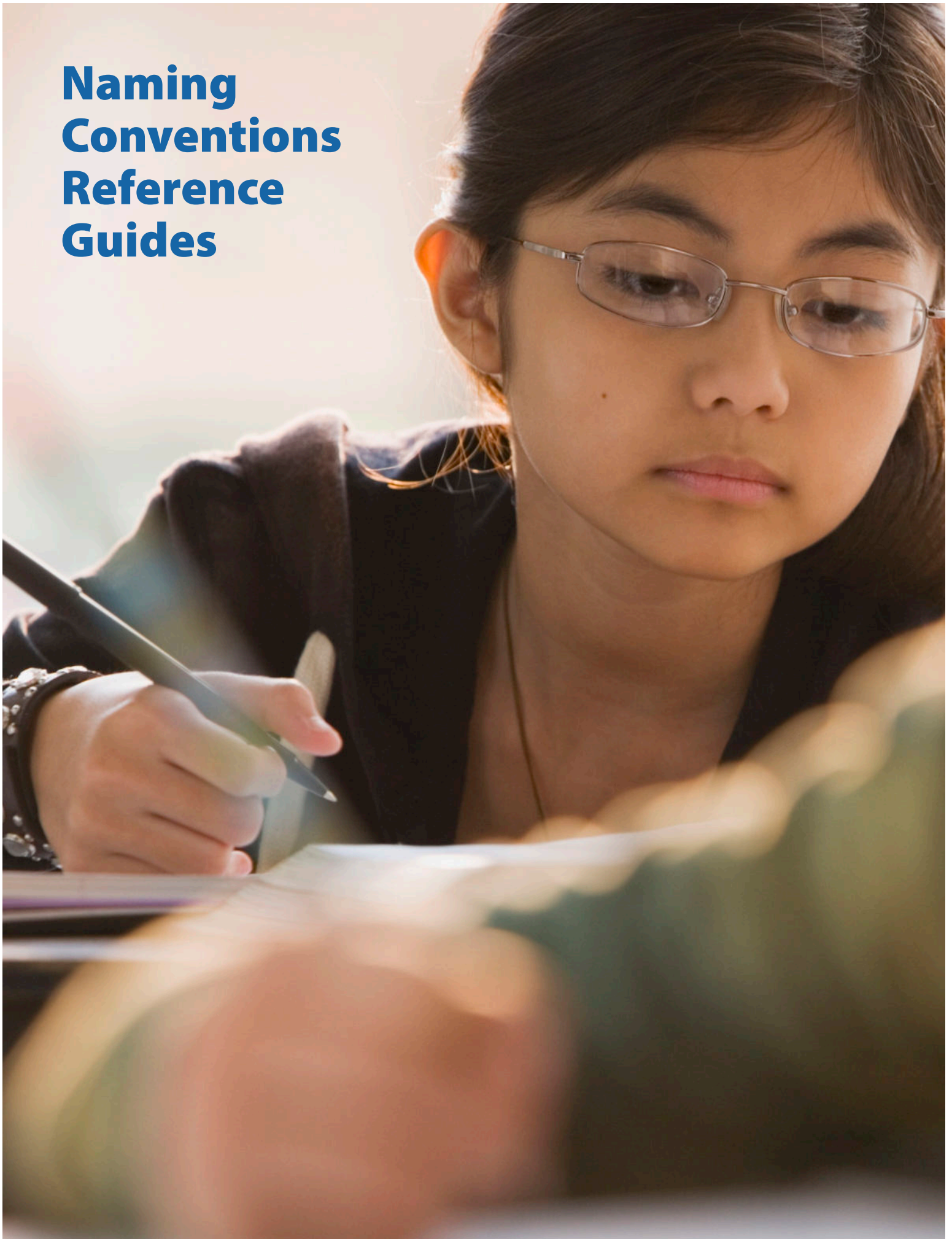
At the end of this guide are reference cards with examples of how to identify first, middle, and last names in each language. The reference cards offer a quick guide to the naming structures prevalent in each of the 11 languages featured in the set.

Additional Considerations

The naming conventions reference sheets, along with the deck of reference cards, are designed to provide guidance to school and district staff; however, we strongly recommend that all staff use a qualified interpreter if they are unable to communicate clearly with parents and students. Because naming practices within a single language group can vary, staff members are encouraged to use the information in these sheets to ask parents and families questions about their students' names.

District or school staff members who register students should come to an agreement with parents on a name that respects both their cultural traditions and the constraints of the database. The name should be written out and provided to the families and students in a notice written in the family's home language, indicating that this is the name that will be used officially at school. Doing so will help schools ensure that student names are accurately recorded throughout their school careers.

Naming Conventions Reference Guides



Arabic

Naming Conventions Reference Guide

What you need to know*

- Arabic names consist of a first name and, usually, a last name. They may also include the name of a father or grandfather.
- Arabic first names may have two or more parts. For example, **Abd al-Kareem** is one first name, not a first name and a middle name.
- Arabic last names are often preceded by articles, such as *el* or *al* (the) and may have hyphens. These articles should always be included with the last names. For example, **al-Badour**.
- Arabic names often include the father's and grandfather's names (patronymics), which may be combined with *bin*, *ibn*, or *bint* (son or daughter of). For example, *ibn Hammad*. These names are often placed in the middle name field, but some parents may prefer them to be added to the end of the first name.
- Children typically take the father's last name.
- Women do not usually change their last name upon marrying, so married parents may have different last names.

Registering students

1. Include all names in databases and documents.
2. Place the whole first name in the first name field and be sure to include all parts.
3. If the child's name includes the name of the father or grandfather, ask a parent if it should be placed in first name field or the middle name field.
4. Place the whole last name in the last name field and be sure to include all parts.

Addressing parents, students, and families

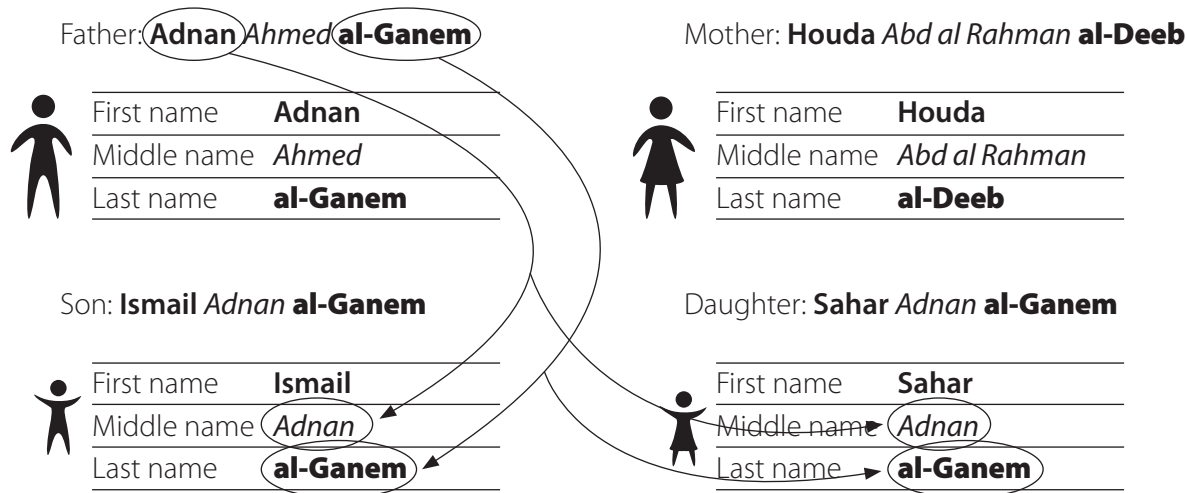
- Parents should be addressed using their last name, so **Muhammad bin Hussain El Asad** should be addressed as Mr. El Asad, and **Zeinab bint Ali Al-Balawi** as Mrs. Al-Balawi. It is also acceptable to refer to parents with the husband's last name, as in Mr. and Mrs. El Asad.
- Physical contact between males and females is not considered appropriate in some Arabic speaking cultures unless individuals are related. Shaking hands with the opposite gender is acceptable only when a woman extends her hand first. It is best to follow this practice unless the person indicates otherwise.
- When sending written materials to families, address them as follows:
 - To the parents of Hassan El Asad
 - To the El Asad family

For example

A father introduces himself as **Adnan Ahmed al-Ganem**. A mother introduces herself as **Houda Abd al Rahman al-Deeb**, their son is **Ismail Adnan al-Ganem**, and daughter is **Sahar Adnan al-Ganem**. Address the father as Mr. al-Ganem and the mother as Mrs. al-Deeb.

*First names are in **semibold**, middle names are in *italics*, and last names are in **heavy** throughout this guide.

Family example



Additional examples

Student: **Qassim al-Masri**

First name	Qassim
Middle name	
Last name	al-Masri

Student: **Muhammad ibn Ahmad al-Amour**

First name	Muhammad
Middle name	<i>ibn Ahmad</i>
Last name	al-Amour

Student: **Nasra Idris al Ayooob**

First name	Nasra
Middle name	<i>Idris</i>
Last name	al Ayooob

Student: **Zahra bint Muhammad Abu Saad**

First name	Zahra
Middle name	<i>bint Muhammad</i>
Last name	Abu Saad

Remember

Naming practices vary among Arabic speakers, and this guide provides only a general overview.

There are often several ways of spelling the same name. For example, the name Mohammed may also be written as Mohamed or Muhamad.

Use a qualified translator if you are not able to communicate clearly with the parents and student.

School staff members who register students should come to an agreement with parents on a name that respects both their cultural patterns and the constraints of the database. That name should be written out and provided to the family and student in a notice written in the family's home language, indicating that this is the name that will be used officially at school. Doing so will help students and families remember to use the modified name in school settings.

Chinese Naming Conventions Reference Guide

What you need to know*

- There are different varieties, or dialects, of Chinese. This guide describes naming conventions that apply to the most widely spoken dialects, such as Mandarin, Cantonese, and Hokkien.
- Chinese names typically consist of one given name, no middle name, and one family name. Chinese given names consist of one or two syllables. Depending on dialect and personal preference, two-syllable given names may be written as one word (**Menglong**), two words (**Tiong Lai**) or a hyphenated word (**Chun-ying**).
- Chinese family names are typically one syllable (**Hu**).
- The order of Chinese names is different from English. Family names are spoken and written first, followed by given names. This may be reversed when speaking and writing in English.
- Chinese speakers may also use an English given name, which may or may not be part of the legal name.
- Children typically take the father's family name.
- Women typically retain their maiden name after marriage. Whether a woman is addressed as "Mrs." (with husband's name) or "Ms." (with her own family name) is a matter of personal preference.

Registering students

1. Include all legal names in databases and documents.
2. Ask a parent to identify family name and given name. Place given name in the first name field and family name in the last name field.
3. If the student has an English name, ask a parent if it is part of the legal name. If so, place it in front of the Chinese given name.

Addressing parents, students, and families

- If you do not know whether a mother is using her maiden name or her husband's name, use "Ms." with the mother's name. However, using "Mrs." with the husband's family name is often equally acceptable, and it is common to address parents who appear in person together as "Mr. and Mrs." followed by the husband's family name.
- Children with an English given name are usually called by that name in school. If the student has both an English and Chinese given name, ask the student or the parents which name should be used in school.
- When sending written materials to families, address them as follows:
 - To the parents of Ivy Xiaoshuang Zhu
 - To the Zhu family

For example

A father introduces himself as **Pan Shengjie**. A mother introduces herself as **Yang Lan**, and the daughter is **Sherry Xiaoyu Pan**. Address father as Mr. Pan and mother as Ms. Yang. Ask student or parents if student should be called Sherry or Xiaoyu.

*First names are in **semibold**, and last names are in **heavy** throughout this guide.

Family example

Father: **Pan Shengjie**



First name	Shengjie
Middle name	
Last name	Pan

Mother: **Yang Lan**



First name	Lan
Middle name	
Last name	Yang

Daughter: **Sherry Xiaoyu Pan**



First name	Sherry Xiaoyu
Middle name	
Last name	Pan

Chinese speakers may also have English given names, which may or may not be part of their legal name. English given names are usually placed in front of a Chinese given name. Ask the student or parent which name should be used in school.

Additional examples

Student: **Tiong Lai Liow**



First name	Tiong Lai
Middle name	
Last name	Liow

Student: **Anna Ching Yik Cheong**



First name	Anna Ching Yik
Middle name	
Last name	Cheong

Remember

Naming practices vary among Chinese communities, and this guide provides only a general overview.

There are many different Chinese dialects and ways of transliterating Chinese names in English. As an example, the English expressions of the same name in Chinese include Zhang, Cheung, and Cheong.

Use a qualified translator if you are not able to communicate clearly with the parents and student.

School staff members who register students should come to an agreement with parents on a name that respects both their cultural patterns and the constraints of the database. That name should be written out and provided to the family and student in a notice written in the family's home language, indicating that this is the name that will be used officially at school. Doing so will help students and families remember to use the modified name in school settings.

Hindi

Naming Conventions Reference Guide

What you need to know*

- Naming practices vary greatly among Hindi speakers depending on religion, region, and other characteristics, such as caste. This reference guide provides a general overview only for Hindi speakers who are Hindus (a religion).
- Hindi names typically consist of one or more first names and may also include one or more middle names. Most Hindi speakers will have last names.
- Hindi first and middle names may have two or more parts. For example, **Chandra Shekhar** is one first name and could also be written **Chandrashekhar**.
- Children typically take their father's last name as their last name. They may use their father's first name as their middle name.
- Women typically take their husband's last name after marriage, though some may keep their maiden name.

Registering students

1. Include all names in databases and documents.
2. Enter the last name in the last name field.
3. Work with a parent to identify first and/or middle names. A child may have multiple first names and no middle name.

Addressing parents, students, and families

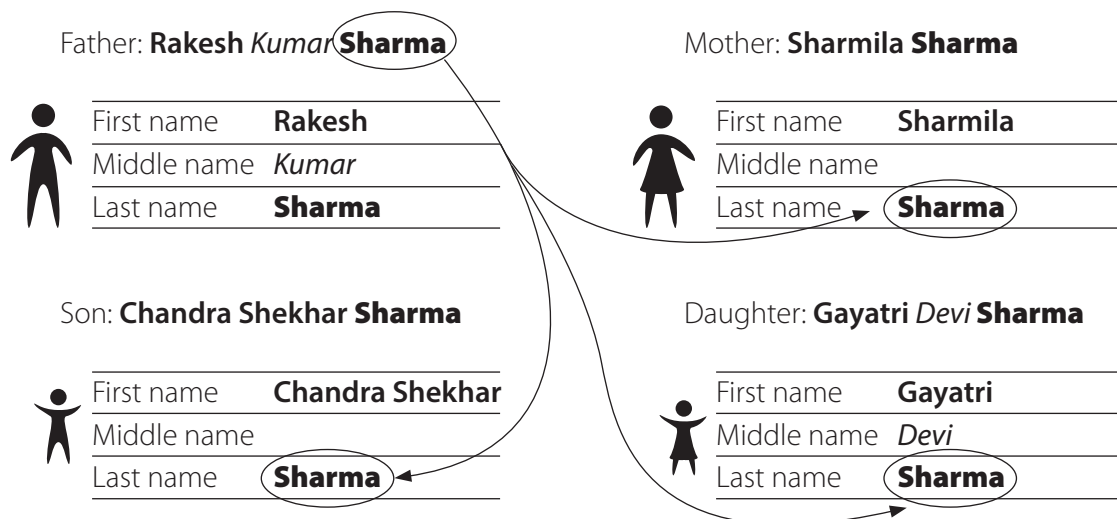
- Parents can be addressed by their last name preceded by Mr. or Mrs., or by their first name followed by the suffix –ji (pronounced jee), so **Gaurav Narain Gupta** can be addressed as Mr. Gupta or Gaurav-ji and **Rachna Gupta** may be addressed as Mrs. Gupta or Rachna-ji.
- Some women may not be comfortable shaking hands with men. If they do not extend their hand, a simple “Hello” will suffice. It is appropriate for men to shake hands with each other.
- When sending written materials to families, address them as follows:
 - To the parents of Ankur Mathur
 - To the Mathur family

For example

A father's name is **Rakesh Kumar Sharma**. He may introduce himself as Rakesh Sharma, R.K. Sharma, or Rakesh. The mother's name is **Sharmila Sharma**. Their son's name is **Chandra Shekhar Sharma**, and the daughter's name is **Gayatri Devi Sharma**.

*First names are in **semibold**, middle names are in *italic*, and last names are in **heavy** throughout this guide.

Family example



Additional examples

Student: **Vikram Tiwari**

First name	Vikram
Middle name	
Last name	Tiwari

Student: **Shailendra Singh Chauhan**

First name	Shailendra
Middle name	<i>Singh</i>
Last name	Chauhan

Student: **Malini Chauhan**

First name	Malini
Middle name	
Last name	Chauhan

Remember

Naming practices vary greatly among Hindi speakers depending on religion, region, and caste. This reference guide provides only a general overview for Hindu Hindi speakers.

Parents may be politely addressed using Mr. or Mrs. plus their last name, (for example, Mr. Sharma), or alternatively, using their first name with –ji appended, (for example, “Rakesh-ji” or “Sharmila-ji”).

Use a qualified translator if you are not able to communicate clearly with the parents and student.

School staff members who register students should come to an agreement with parents on a name that respects both their cultural patterns and the constraints of the database. That name should be written out and provided to the family and student in a notice written in the family's home language, indicating that this is the name that will be used officially at school. Doing so will help students and families remember to use the modified name in school settings.

Korean Naming Conventions Reference Guide

What you need to know*

- Korean names typically consist of one family name and one given name.
- Korean given names typically consist of one or two syllables. Given names with two syllables can be written with or without a space or hyphen. For example, **Sue-Jin**, **Suejin**, or **Sue Jin**. Korean family names typically are one syllable.
- The order of Korean names is different from English. Family names are spoken and written first, followed by given names. This may be reversed when speaking and writing in English.
- Korean speakers may have both an English given name and a Korean given name. If a student has both names, ask parents to determine which name should be used in school. Sometimes when students have both Korean and English given names the Korean name may be placed in the middle name field.
- Typically, children adopt their father's family name.
- Women do not typically change their family name upon marriage, and married parents usually have different family names. However, while obtaining U.S. citizenship some women may take their husband's family name.

Registering students

1. Include all legal names in school databases and documents.
2. Ask parents to identify family name and given name. Place given name in the first name field and family name in the last name field.
3. If a student has an English name, ask a parent if it is part of the legal name and if it should be placed before or after the Korean given name.

Addressing parents, students, and families

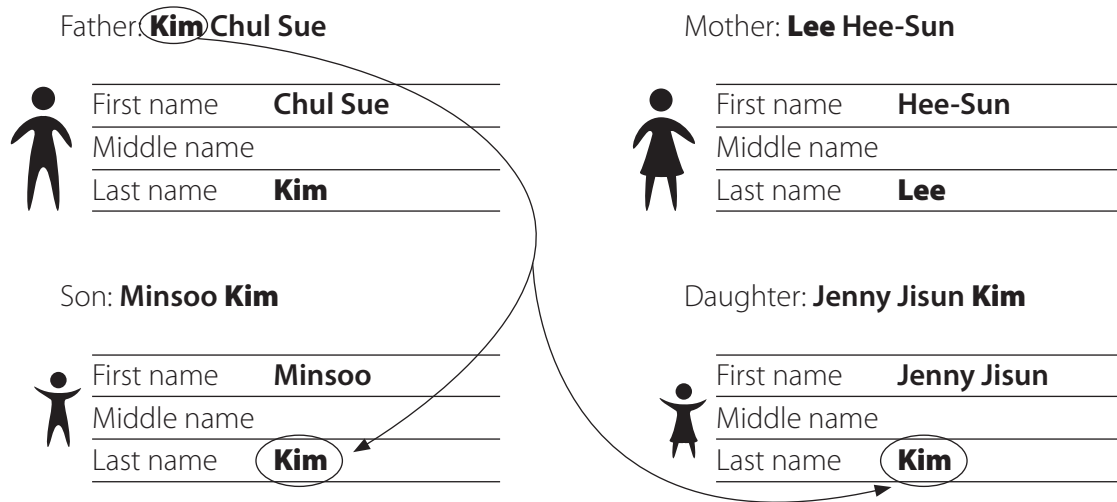
- Address parents as “Mr.” and “Mrs.” using their family name. Since women do not typically adopt their husband's family name, it is appropriate to use different family names.
- When sending written materials to families, address them as follows:
 - To the parents of Gil Dong Kim
 - To the Kim family

For example

A father introduces himself as **Kim Chul Sue**, a mother introduces herself as **Lee Hee-Sun**, their son is **Minsoo Kim**, and their daughter is **Jenny Jisun Kim**. In this example, the parents introduce themselves with their family names first, but introduce their children with their given names first. Address the father as Mr. Kim and the mother as Mrs. Lee.

*First names are in **semibold**, middle names are in *italic*, and last names are in **heavy** throughout this guide.

Family example



Additional examples

Student: **Joon Park**

First name	Joon
Middle name	
Last name	Park

Student: **Jung Woo Lee**

First name	Jung Woo
Middle name	
Last name	Lee

Student: *Soo-Min* **Erin Choi**

First name	Erin
Middle name	Soo-Min
Last name	Choi

Korean speakers typically do not use middle names, but when students have both Korean and English names the Korean given name may be placed in the middle name field. Be sure to ask the parents what to do.

Remember

Naming practices vary among Korean speakers, and this guide provides only a general overview.

There are often several ways of spelling the same name. For example, the name Jee Sun Jeong may be written as Jiseon Jung or Jee-Seon Chung.

Use a qualified translator if you are not able to communicate clearly with the parents and student.

School staff members who register students should come to an agreement with parents on a name that respects both their cultural patterns and the constraints of the database. That name should be written out and provided to the family and student in a notice written in the family's home language, indicating that this is the name that will be used officially at school. Doing so will help students and families remember to use the modified name in school settings.

Russian Naming Conventions Reference Guide

What you need to know*

- Russian names generally consist of a first name, middle name/ patronymic, and a last name.
- Russian first names may be hyphenated: for example, **Mariya-Viktoriya**.
- Russian middle names are patronymics, which mean they combine the father's first name with the suffix meaning the son or daughter of. The most common suffixes for men are *-evich* or *-ovich* and for women are *-evna* or *-ovna*.
- Male students adopt their father's last name. Female students also adopt their father's last name and add an *-a* to the last name.
- Typically men's and women's last names have different endings. Some women adopt their husband's last name, adding *-a* to the name.

Registering students

1. Include all names in databases and documents.
2. If the first name is hyphenated and the input field is limited, only enter the name before the hyphen.
3. Place patronymics in the middle name field, unless the parents indicate otherwise.

Addressing parents, students, and families

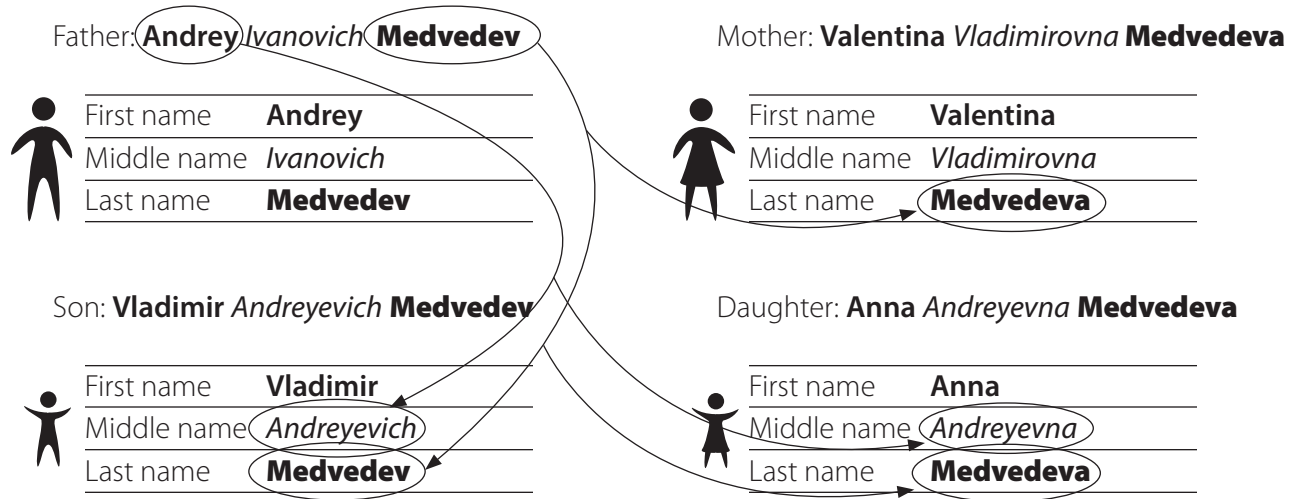
- Address parents as "Mr." and "Mrs." using the husband's last name. **Mikhail Ivanovich Karlov** and his wife **Valentina Vladimirovna Karlova** may be addressed as Mr. and Mrs. Karlov.
- Students are often addressed by a nickname. Ask the individual or the parents which name is preferred.
- When sending written materials to families, address them as follows:
 - To the parents of Katerina Vadimovna Pugachova
 - To the Pugachov family

For example

A father introduces himself as **Andrey Ivanovich Medvedev**, the mother introduces herself as **Valentina Vladimirovna Medvedeva**, and their children are **Vladimir Andreyevich Medvedev** and **Anna Andreyevna Medvedeva**.

*First names are in **semibold**, middle names are in *italics*, and last names are in **heavy** throughout this guide.

Family example



Additional examples

Student: **Valentina Vladimirovna Tereshkova**

First name	Valentina
Middle name	<i>Vladimirovna</i>
Last name	Tereshkova

Student: **Maya Mikhailovna Plisetskaya**

First name	Maya
Middle name	<i>Mikhailovna</i>
Last name	Plisetskaya

Student: **Vladimir Semyonovich Vysotsky**

First name	Vladimir
Middle name	<i>Semyonovich</i>
Last name	Vysotsky

The middle name, a patronymic, is father's given name appended by a gender-specific suffix, typically "evich/ovich" for males & "evna/ovna" for females.

Remember

Naming practices vary among Russian speakers, and this guide provides only a general overview.

Some Russian families adopt English naming conventions. For example, some families give the masculine last name ending to their daughters, so **Anna Andreyevna Medvedeva** in the example above could have **Medvedev** as her last name.

Use a qualified translator if you are not able to communicate clearly with the parents and student.

School staff members who register students should come to an agreement with parents on a name that respects both their cultural patterns and the constraints of the database. That name should be written out and provided to the family and student in a notice written in the family's home language, indicating that this is the name that will be used officially at school. Doing so will help students and families remember to use the modified name in school settings.

Somali

Naming Conventions Reference Guide

What you need to know*

- Somali names typically consist of three, and occasionally two, names.
- Traditionally, an individual's middle name is the father's first name. The last name is the paternal grandfather's first name, which is the same as the father's middle name.
- Women do not usually change their last name upon marrying, so married parents will have different last names.

Addressing parents, students, and families

- Address parents by their first name or by their first two names. **Sharif Mohammed Omar** may be addressed as Sharif Mohammed and **Najima Kutub Ibrahim** may be addressed as Najima Kutub.
- Physical contact between males and females is not considered appropriate in some Somali-speaking cultures unless individuals are related. Shaking hands with the opposite gender is acceptable only when a woman extends her hand first. It is best to follow this practice unless the person indicates otherwise.
- When sending written materials to families, address them as follows:
 - To the parents of Halimo Sharif
 - To Sharif Mohammed and Najima Kutub

Registering students

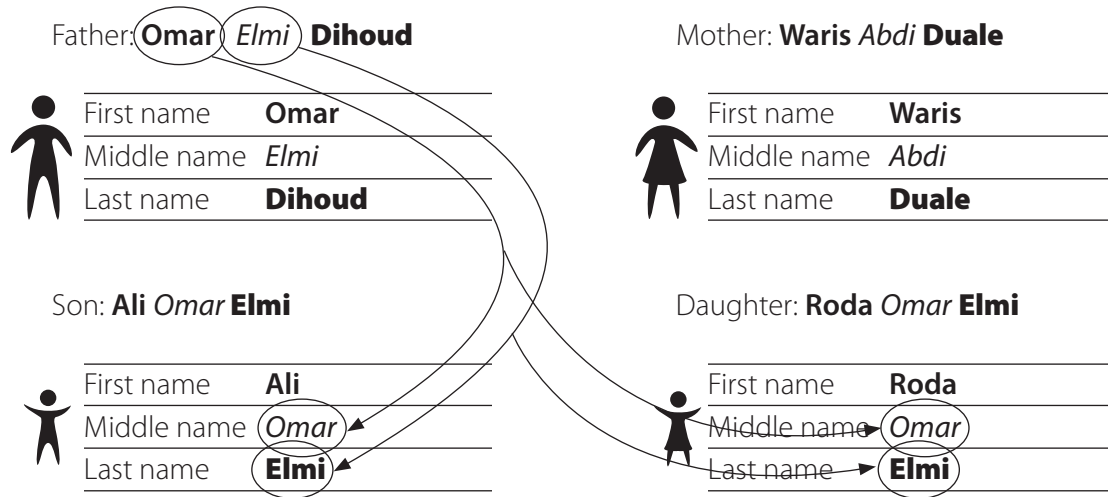
1. Include all names in databases and documents.
2. Place the student's first name in the first name field of your database, enter the second name in the middle name field, and place the third name in the last name field.

For example

A Somali father introduces himself as **Omar Elmi Dihoud**, the mother introduces herself as **Waris Abdi Duale**, and their children are **Ali Omar Elmi** and **Roda Omar Elmi**. Address the father as Omar Elmi and the mother as Waris Abdi.

*First names are in **semibold**, middle names are in *italics*, and last names are in **heavy** throughout this guide.

Family example



Additional example



Remember

Naming practices vary among Somali speakers, and this guide provides only a general overview.

Some Somali speakers may have names that follow English naming conventions. For example, when Somali families immigrate to an English-speaking country, the woman may adopt her husband's last name (the first name of his paternal grandfather).

There are often several ways of spelling the same name. For example, the name Mohammed may also be written as Mohamed or Muhammad.

Use a qualified translator if you are not able to communicate clearly with the parents and student.

School staff members who register students should come to an agreement with parents on a name that respects both their cultural patterns and the constraints of the database. That name should be written out and provided to the family and student in a notice written in the family's home language, indicating that this is the name that will be used officially at school. Doing so will help students and families remember to use the modified name in school settings.

Spanish

Naming Conventions Reference Guide

What you need to know*

- Spanish names conventionally consist of one or more first names, no middle names, and two last names.
- Some Spanish first names have two or more parts (Rosa María); this is one name, not a first name and middle name.
- Spanish last names usually consist of two parts (**Lucero Cárdenas**); this is the last name, not *Cárdenas* alone.
- First names and last names are sometimes combined with articles and prepositions, such as *de* (of) and *el* or *la* (the). These articles and prepositions should be included with the names and should not be capitalized.
- Spanish uses accents on vowels and the letter ñ.
- Children's last names are usually a combination of the first of each of their parents' last names.
- Women do not typically adopt their husband's last name, so married parents may have different last names.

Addressing parents, students, and families

- Address parents as "Mr." and "Mrs." using their *first* last name. José Demetrio **Morales Vizcarra** should be addressed as Mr. Morales, and María del Socorro **Tirado González** as Mrs. Tirado. It is also acceptable to refer to parents with the husband's *first* last name, as in Mr. and Mrs. Morales.
- Students with composite first names are often referred to using only one of these names, so Juan Antonio may be addressed as Juan and María Luz may be called Luz. Ask the individual or the parents which name is preferred.
- When sending written materials to families, address them as follows:
 - To the parents of Jorge Raúl Fernández Rivera
 - To the Fernández Rivera family

For example

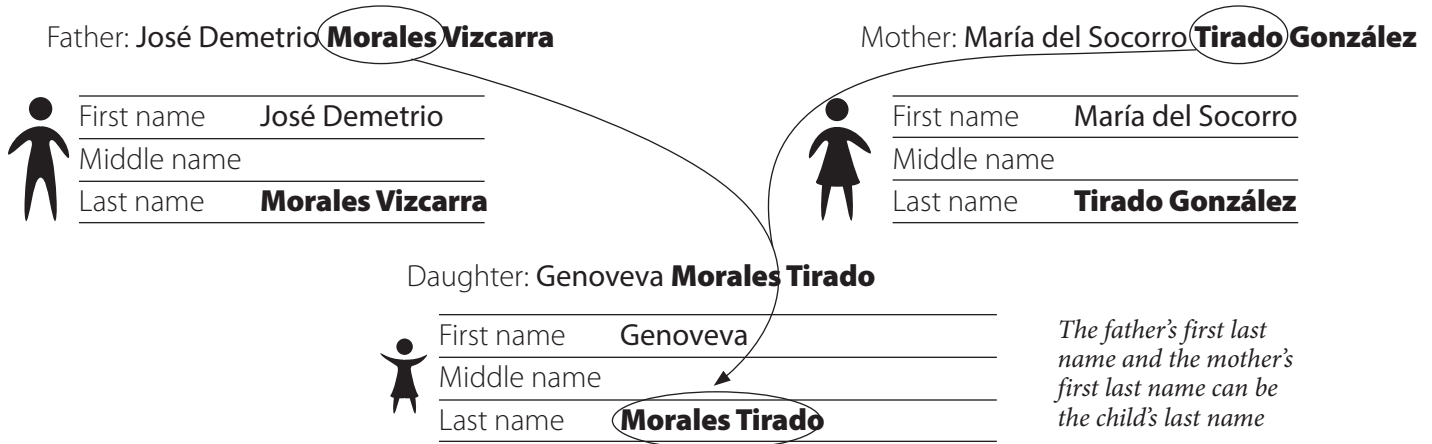
A father introduces himself as José Demetrio **Morales Vizcarra**, the mother introduces herself as María del Socorro **Tirado González**, and their daughter is Genoveva **Morales Tirado**.

Registering students

1. Include all names in databases and documents.
2. Place all parts of the student's first name in the first name field of your database and all last names in the last name field. Leave the middle name field blank, unless the parents indicate otherwise.
3. Include accents and the letter ñ on names in databases and documents. If you cannot include these marks, just record the vowel and the letter *n*. If possible, include a note about the change.

*First names are in **semibold**, and last names are in **heavy** throughout this guide.

Family example



Additional examples

Student: Martha Lorena **Rodríguez Salvatierra**

First name	Martha Lorena
Middle name	
Last name	Rodríguez Salvatierra

Student: Juan Carlos **de la Toba Manríquez**

First name	Juan Carlos
Middle name	
Last name	de la Toba Manríquez

Remember

Naming practices vary greatly among Spanish speakers, and this guide provides only a general overview. In addition, some Spanish-speaking students may have names that follow English naming conventions.

If the names are longer than the fields, enter only the first name in the series. In the example above, enter only *Martha* in the first name field and *Rodríguez* in the last name field.

Use a qualified translator if you are not able to communicate clearly with the parents and student.

School staff members who register students should come to an agreement with parents on a name that respects both their cultural patterns and the constraints of the database. That name should be written out and provided to the family and student in a notice written in the family's home language, indicating that this is the name that will be used officially at school. Doing so will help students and families remember to use the modified name in school settings.

Tagalog

Naming Conventions Reference Guide

What you need to know*

- Tagalog is the most common language spoken in the Philippines.
- Tagalog names typically consist of one first name and one last name, but may vary. Middle names are common but not universal. Tagalog first names can be single names or names with two or more parts, such as **Maria Therese**.
- Tagalog names sometimes use suffixes such as Jr., Sr., II, or III.
- Children typically take their father's last name and may have their mother's maiden name as a middle name. Women often adopt their husband's last name after marriage and may hyphenate their maiden name to their husband's last name.

Addressing parents, students, and families

- Address parents using their last name, so **Gilbert Fabona Santos** should be addressed as Mr. Santos and **Marieta Hernandez Montilla-Santos** as Mrs. Montilla-Santos. It is also acceptable to refer to parents with the husband's last name, as in Mr. and Mrs. Santos.
- When sending written materials to families, address them as follows:
 - To the parents of Michelle Santos
 - To the Santos family

For example

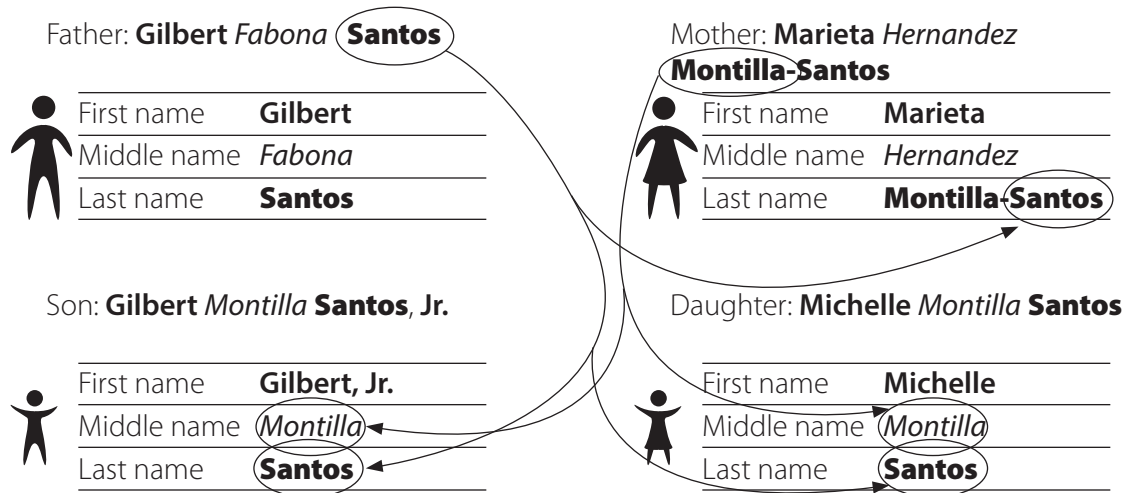
A father introduces himself as **Gilbert Santos**, the mother introduces herself as **Marieta Hernandez Montilla-Santos**, and their daughter is **Michelle Montilla Santos**.

Registering students

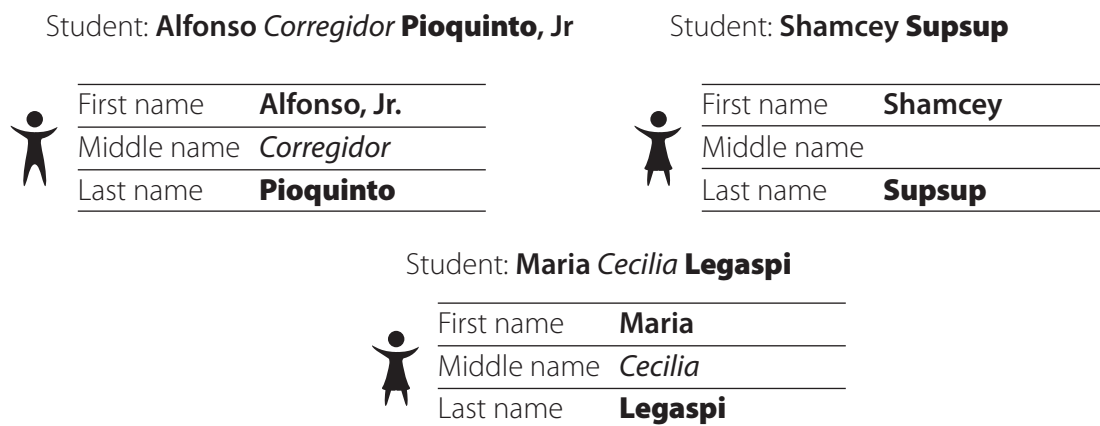
1. Include all names in databases and documents. Tagalog names typically consist of one first name and one last name and may also include a middle name.
2. Include generational suffixes such as Jr. or II with names in school databases and documents. In most databases these should be placed in the first name field.

*First names are in **semibold**, middle names are in *italics*, and last names are in **heavy** throughout this guide.

Family example



Additional examples



Remember

Naming practices vary among Tagalog speakers, and this guide provides only a general overview.

Use a qualified translator if you are not able to communicate clearly with the parents and student.

School staff members who register students should come to an agreement with parents on a name that respects both their cultural patterns and the constraints of the database. That name should be written out and provided to the family and student in a notice written in the family's home language, indicating that this is the name that will be used officially at school. Doing so will help students and families remember to use the modified name in school settings.

Ukrainian Naming Conventions Reference Guide

What you need to know*

- Ukrainian names generally consist of a first name, middle name/ patronymic, and a last name.
- Ukrainian middle names are patronymic, which means they combine the father's first name with the suffix meaning the son or daughter of. A middle name will usually end in *-vych* or *-yovych* for men, and *-ivna* or *-yivna* for women.
- Family members typically have the father's last name.
- Women occasionally hyphenate their maiden name with their husband's last name.

Registering students

1. Include all names in databases and documents.
2. Place patronymics in the middle name field, unless the parents indicate otherwise.

Addressing parents, students, and families

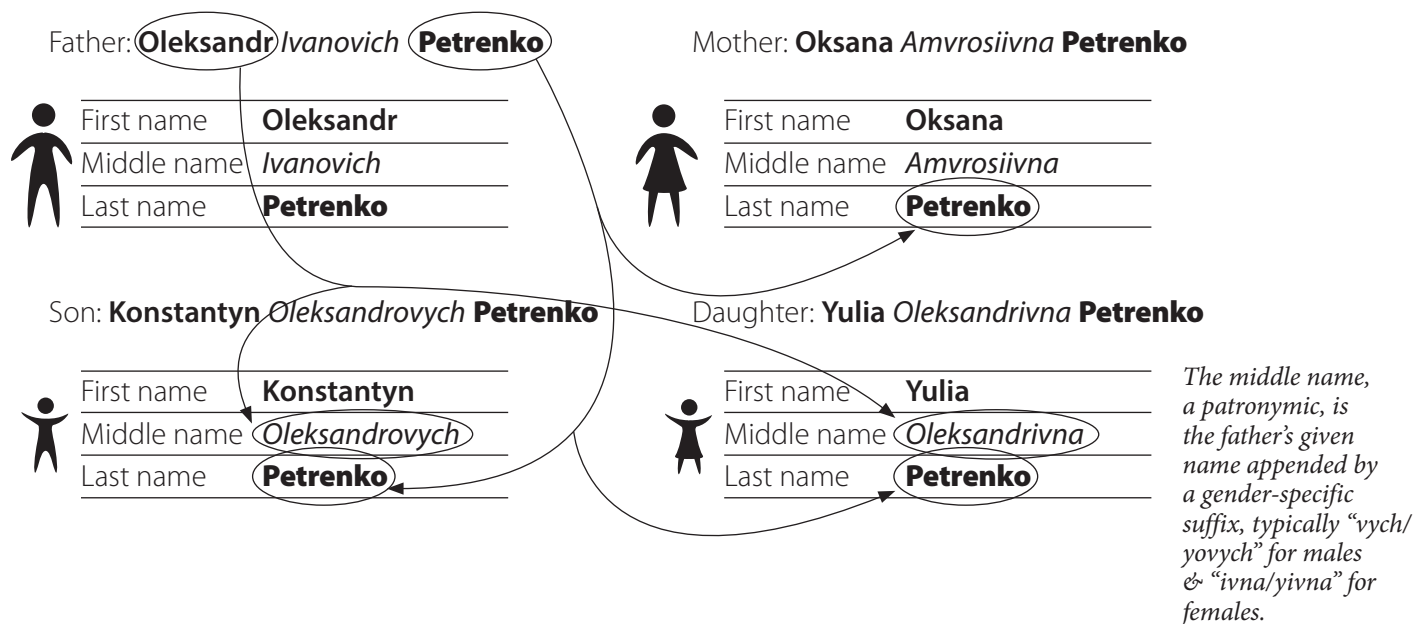
- Address parents as "Mr." and "Mrs." using the husband's last name. **Vasyl Semenovich Korolyov** and his wife **Milena Markivna Korolyov** may be addressed as Mr. and Mrs. Korolyov.
- Students are often addressed by a nickname. Ask the individual or the parents which name is preferred.
- When sending written materials to families, address them as follows:
 - To the parents of Yulia Oleksandrivna Petrenko
 - To the Petrenko family

For example

A father introduces himself as **Oleksandr Ivanovich Petrenko**, his wife as **Oksana Amvrosiivna Petrenko**, and their children as **Konstantyn Oleksandrovych Petrenko** and **Yulia Oleksandrivna Petrenko**.

*First names are in **semibold**, middle names are in *italics*, and last names are in **heavy** throughout this guide.

Family example



Additional examples

Student: **Vasyl Mykhaylovych Ivanchuk**

First name	Vasyl
Middle name	Mykhaylovych
Last name	Ivanchuk

Student: **Ivan Semenovych Nechuy-Levytsky**

First name	Ivan
Middle name	Semenovych
Last name	Nechuy-Levytsky

Remember

Naming practices vary among Ukrainian speakers, and this guide provides only a general overview.

Use a qualified translator if you are not able to communicate clearly with the parents and student.

School staff members who register students should come to an agreement with parents on a name that respects both their cultural patterns and the constraints of the database. That name should be written out and provided to the family and student in a notice written in the family's home language, indicating that this is the name that will be used officially at school. Doing so will help students and families remember to use the modified name in school settings.

Urdu

Naming Conventions Reference Guide

What you need to know*

- Urdu speakers originate from Pakistan and India.
- Naming practices vary greatly among Urdu speakers depending on religion, region, and other characteristics. These naming conventions are also applicable for Muslim Punjabi speakers.
- Urdu names typically consist of one or more first names, one or more or no middle names, and one or more last names. Names are often multi-part and can be written with or without space or hyphens. For example, **Atti-ur-Rehman** or **Atti ur Rehman** is one first name and should be entered completely.
- Children typically take some part of their father's name as their last name. However, each family member can have a different last name.
- Women typically take some part of their husband's name as their last name after marriage. However, some retain their maiden last name.

Registering students

1. Include all names in databases and documents.
2. Include last name in the last name field.
3. Work with a parent to identify first, middle, and last names. A child may have multiple first names and no middle name.

Addressing parents, students, and families

- Parents can be addressed by their last name, so **Aziz Ashraf** can be addressed as Mr. Ashraf and **Samina Aziz** may be addressed as Mrs. Aziz.
- Physical contact between males and females is not considered appropriate in some Urdu-speaking cultures unless individuals are related. Shaking hands with the opposite gender is acceptable only when a woman extends her hand first. It is best to follow this practice unless the person indicates otherwise.
- When sending written materials to families, address them as follows:
 - To the parents of Afeefah Ashraf
 - To the Ashraf family (the student's last name)

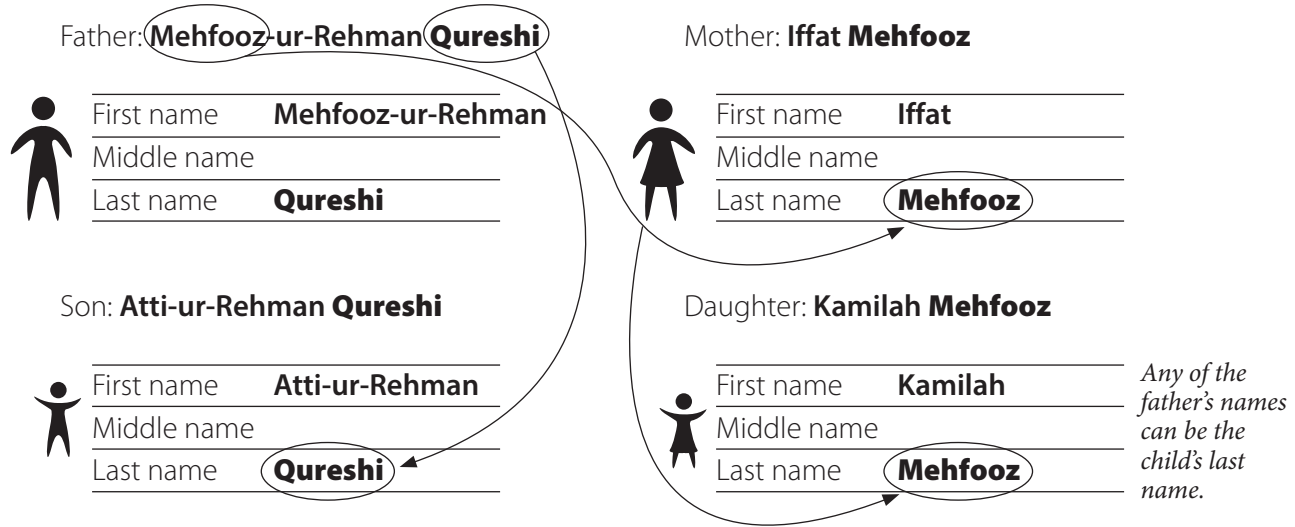
For example

A father introduces himself as **Mehfooz-ur-Rehman Qureshi**. The father may introduce himself as Mehfooz or Mehfooz-ur-Rehman. It would be appropriate to address him as Mr. Qureshi. The mother's name is **Iffat Mehfooz**. She has taken the first part of her husband's first name as her last name. She may be addressed as Mrs. Mehfooz.

Their son's name is **Atti-ur-Rehman Qureshi**. He can be referred to as Atti or Atti-ur-Rehman based on the child's preference. However, Atti-ur-Rehman is his full first name and should be entered into the first name field completely. The daughter's name is **Kamilah Mehfooz**. Like the mother, she has also taken the first part of the father's name as her last name.

First names are in **semibold, middles names are in *italics*, and last names are in **heavy** throughout this guide.*

Family example



Additional examples

Student: **Muhammad Hassan Akhtar**

First name	Muhammad Hassan
Middle name	
Last name	Akhtar

Student: **Hina Rabbani Khar**

First name	Hina
Middle name	Rabbani
Last name	Khar

Student: **Nauman Saleem Gulzar**

First name	Nauman
Middle name	Saleem
Last name	Gulzar

Remember

Naming practices vary among Urdu speakers, especially if they also speak other regional languages. This reference guide provides only a general overview for Muslim Urdu speakers.

Each family member may have a different last name, although all may be derived from some part of the father's name. It is best to ask parents to identify which name should go in which field.

Use a qualified translator if you are not able to communicate clearly with the parents and student.

School staff members who register students should come to an agreement with parents on a name that respects both their cultural patterns and the constraints of the database. That name should be written out and provided to the family and student in a notice written in the family's home language, indicating that this is the name that will be used officially at school. Doing so will help students and families remember to use the modified name in school settings.

Vietnamese Naming Conventions Reference Guide

What you need to know*

- Vietnamese names consist of two to four names. They typically include a given name and a family name. Given names or family names can include several parts.
- Vietnamese names are monosyllabic. For example, **Nguyễn**, a common family name, is one syllable and is usually pronounced as *winn*.
- The order of Vietnamese names is different from English. Family names are typically spoken and written first, middle names second, and given names third. This may be reversed when speaking in English.
- Women retain their maiden name after marriage.
- Vietnamese uses accent marks.

Addressing parents, students, and families

- Address parents using their given name. For example, **Nguyễn** *Van Nam* should be addressed as Mr. Nam, and **Nguyễn** *Vu Quynh Anh* as Mrs. Anh.
- Ask the student or parents to determine which name should be used in the classroom. Students with multi-part names are often referred to using only one of these names.
- When sending written materials to families, address them as follows:
 - To the parents of Nguyễn *Van Hai*
 - To the Nguyễn family

For example

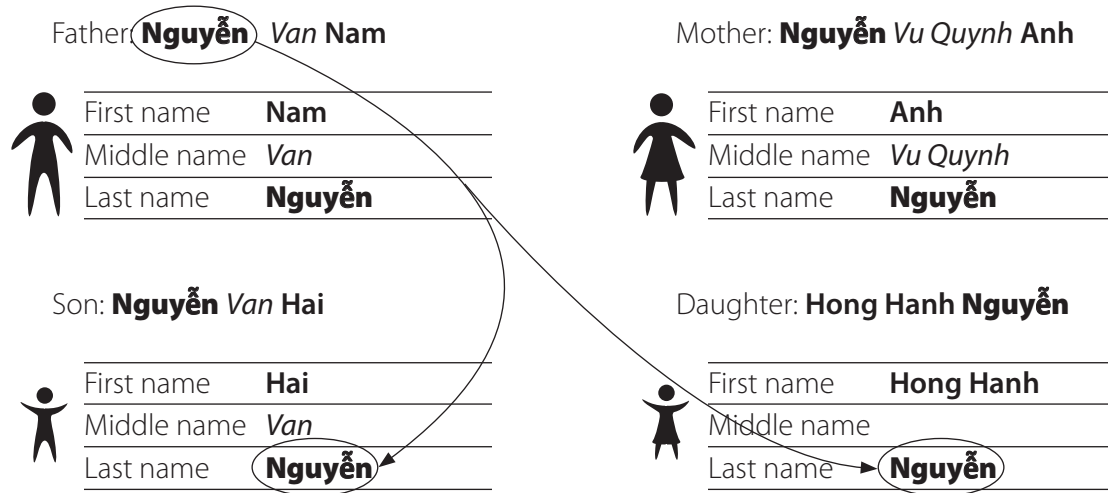
A father introduces himself as **Nguyễn** *Van Nam*. The mother is introduced as **Nguyễn** *Vu Quynh Anh*. Their son is **Nguyễn** *Van Hai*.

Registering students

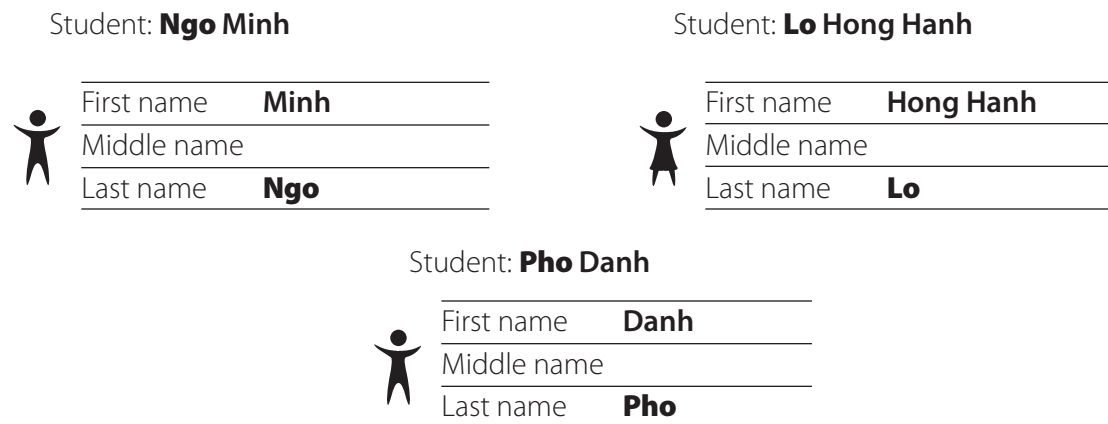
1. Include all names in databases and documents.
2. Ask the parents to identify the given name, middle name, and family name. Given names should be placed in the first name field, middle names in the middle name field, and family names in the last name field.
3. Include accent marks on names in databases and documents if possible. Vietnamese has six accent marks, which change the pronunciation and meaning of the names.

*First names are in **semibold**, middle names are in *italics*, and last names are in **heavy** throughout this guide.

Family example



Additional examples



Remember

Naming practices vary greatly among Vietnamese speakers, and this guide provides only a general overview. Some Vietnamese speakers may follow English naming conventions.

Use a qualified translator if you are not able to communicate clearly with the parents and student.

School staff members who register students should come to an agreement with parents on a name that respects both their cultural patterns and the constraints of the database. That name should be written out and provided to the family and student in a notice written in the family's home language, indicating that this is the name that will be used officially at school. Doing so will help students and families remember to use the modified name in school settings.



Naming Conventions Reference Cards

These cards help you to place names in correct fields in your database. Please use these along with the detailed instructions for each language. Use a qualified translator if you are not able to communicate clearly with the parents and student.

Assembly instructions

1. Print each page of cards, making one-sided copies.
2. Trim on the solid lines and separate each page into two sets.
3. Fold each set in half vertically.
4. Hole-punch through both layers where indicated by ● and bind with a ring fastener.

Naming Conventions Reference Guide:

HINDI

1. Ask which name is the **last name**.

Last name should match the father's last name

2. Ask if there is a *middle name*.

Hindi middle names may have two or more parts.

3. What remains is the **first name**.

Hindi first names may have two or more parts.

Example family

father: **Rakesh Kumar Sharma**

mother: **Sharmila Sharma**

son: **Chandra Shekhar Sharma**

daughter: **Gayatri Devi Sharma**

Notes

Work with parents to identify first and middle names. A child may have multiple first names and no middle name.

Naming Conventions Reference Guide:

ARABIC

1. Ask which name is the **last name**.

Last name should match the father's last name.

2. Ask if there is a *middle name*.

The middle name is often the father's name, and may be combined with bin, ibn or bint (son or daughter of).

3. What remains is the **first name**.

Arabic first names may have two or more parts, be sure to include all parts.

Example family

father: **Adnan Ahmed al-Ganem**

mother: **Houda Abd al-Kareem al-Deeb**

son: **Ismail Adnan al-Ganem**

daughter: **Sahar Adnan al-Ganem**

Notes

Arabic last names are often preceded by articles, such as al or al (the) and may have hyphens. These articles should always be included with the last name.

CHINESE

Naming Conventions Reference Guide:

1. Ask which name is the **family name**.

Family name should match the father's family name.

2. What remains is the **given name** (no *middle names*).

3. If the student has an English name, ask if it is part of the legal name. English **given names** are typically placed in front of Chinese names.

Example family

father: : **Wong Siu Ming**

mother: **Law Ka-Yee**

son: **Charles Tai Man Wong**

daughter: **Nicole Ching Wong**

Notes

The native Chinese usage is to write or speak the family name first, followed by the given name. This may be reversed in English. In the example above, the child's names are provided in English order.



Languages

- Arabic
- Chinese
- Hindi
- Korean
- Russian
- Somali
- Spanish
- Tagalog
- Ukrainian
- Urdu
- Vietnamese

Naming Conventions Reference Guide

Throughout this guide:

- First names ...
- sometimes refer to "given" names
- are designated in semibold **John**
- Middle names ...
- are referred to as "middle" names
- are designated in italics *Queue*
- Last names ...
- sometimes refer to "family" names
- do not always appear last
- are designated in superbold **Smith**



KOREAN

Naming Conventions Reference Guide:

1. Ask which name is the **family name**.

Family name should match the father's family name.

2. What remains is the **given** name.

Typically no middle names, but ask parents to ensure accuracy.

3. If the student has an English name, ask the parents if it is part of the legal name. If so, ask if it should be placed before or after the Korean **given** name.

Example family

father: **Kim** Chul Sue

mother: **Lee** Hee-Sun

son: **Minsoo Kim**

daughter: **Jenny Jisun Kim**

Notes

The native Korean usage is to write or speak the family name first, followed by the given name. This may be reversed in English. In the example above, the children's names are provided in English order.

SOMALI

Naming Conventions Reference Guide:

1. Ask which name is the **last name**.

Last name should be the same as the father's middle name.

2. Ask if there is a *middle name*.

Middle name should be the same as the father's given name.

3. What remains is the **first name**.

Example family

father: **Omar Elmi Dihoud**

mother: **Waris Abdi Duale**

son: **Ali Omar Elmi**

daughter: **Roda Omar Elmi**

Notes

Traditionally, an individual's middle name is the father's first name, and the last name is the paternal grandfather's first name. If only one name matches the father's, assume there is no middle name.

RUSSIAN

Naming Conventions Reference Guide:

1. Ask which name is the **last name**.

Last name should match the father's last name, though

daughters may have an "a" appended to the end.

Example family

father: **Andrey Ivanovich Medvedev**

mother: **Valentina Vladimirovna Medvedeva**

son: **Vladimir Andreyevich Medvedev**

daughter: **Anna Andreyevna Medvedeva**

Notes

If the first name is hyphenated and the input field is limited, only enter the name before the hyphen.

2. Ask *middle name*.

Middle name will be the father's given name, appended by a

gender-specific suffix, typically

"ovich" or "ovich" for males &

"evna" or "ovna" for females. The

middle name is a patronymic.

3. What remains is the **first name**.

SPANISH

Naming Conventions Reference Guide:

1. Ask which name is the **last name**.

Last name usually consists of two parts: a combination of each parent's last name.

Example family

father: **José Demetrio Morales Vizcarra**

mother: **María del Socorro Tirado González**

son: **Juan Carlos de la Morales Tirado**

daughter: **Genoveva Morales Tirado**

Notes

Names are sometimes combined with articles and prepositions, such as de (of) and el or la (the). These articles and prepositions should be included with the names and should not be capitalized.

Include accents and the letter ñ on names in databases and documents. If you cannot include these marks, just record the vowel and the letter "n." If possible, include a note about the change.



Naming Conventions Reference Guide:

TAGALOG

1. Ask which name is the **last name**.

Family name should match the father's family name.

2. Ask if there is a *middle name*.

Middle name may match the first part of the mother's hyphenated family name.

3. What remains is the **first name**.

Example family

father: Gilbert Fabona Santos

mother: Marieta Hernandez

Montilla-Santos

son: Gilbert Santos, Jr.

daughter: Michelle Montilla Santos

Notes

Include generational suffixes such as Jr. or II with names in school databases and documents. In most databases these should be placed in the first name field.



Naming Conventions Reference Guide:

URDU

1. Ask which name is the **last name**.

Last name will match one of the father's names.

2. Ask **first** and *middle* names

If only one name remains, that is the given name. If more than one name remains, work with the parents to determine given and middle names.

Example family

father: Mehfooz-ur-Rehman Qureshi

mother: Iffat Mehfooz

son: Atti-ur-Rehman Qureshi

daughter: Kamilah Mehfooz

Notes

A child may have multiple first names and no middle name.



UKRAINIAN

Naming Conventions Reference Guide:

Example family

father: Oleksandr Ivanovich Petrenko

mother: Oksana Amvrosivna Petrenko

son: Konstantyn Oleksandrovych Petrenko

daughter: Yulia Oleksandrivna Petrenko

Notes

Women occasionally hyphenate their maiden name with their husband's last name.

2. Determine if there is a *middle name*.

Middle name will be all or part of the father's given name, appended by a gender-specific suffix, typically "vych" or "yovych" for males & "ivna" or "yvna" for females.

3. What remains is the **first name**.



VIETNAMESE

Naming Conventions Reference Guide:

Example family

father: Nguyễn Văn Nam

mother: Nguyễn Vũ Quỳnh Anh

son: Nguyễn Văn Hai

daughter: Nguyễn Hồng Hạnh

Notes

2. Determine **given** and *middle* names. Work with the parents to determine given and middle names. Family names are typically spoken and written first, middle names second, and given names third. This may be reversed when speaking in English.

Vietnamese names consist of two to four names and may or may not include a middle name. Given or family names can be a composite of several parts. Vietnamese has six accent marks, which change the pronunciation and meaning of the names. Include them in databases and documents if possible.

