Getting It Right
Reference Guides for Registering Students With Non-English Names

Jason Greenberg Motamedi, Ph.D.
Zafreen Jaffery, Ed.D.
Allyson Hagen
Education Northwest
June 2016
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.

JUNE 2016

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. For more information, please go to relnw.educationnorthwest.org/.

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:


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 Zafreen Jaffery (Punjabi), Delia Palomeque Morales (Spanish), Alla Kotsebchuk (Russian and Ukrainian), Alfonso H. Pioquinto (Tagalog), Rukia Mohamed (Somali), Chak-Lam Colum Yip (Cantonese), 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

  Cantonese .......................................................... 5
  Punjabi ............................................................... 7
  Russian ............................................................... 9
  Somali ................................................................. 11
  Spanish ............................................................... 13
  Tagalog ............................................................... 15
  Ukrainian ........................................................... 17
  Vietnamese ......................................................... 19

Naming Conventions Reference Cards ......................................................... 22
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, to match files across data sets, and to 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, Cantonese names usually list the family (or last) name first, followed by the given (or first) 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 serve as a reference for accurately entering students’ names in school, district, and state databases. The guides are currently available for students with home languages of Cantonese, Punjabi, Russian, Somali, Spanish, Tagalog, Ukrainian, and Vietnamese.

In addition to facilitating accurate data entry, these guides can help 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 (Cantonese, Punjabi, Russian, Somali, Spanish, Tagalog, Ukrainian, 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.
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 with the help of one family example in each language. The reference cards offer a quick guide to the naming structures prevalent in any of the eight 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
Cantonese Naming Conventions Reference Guide

What you need to know*

• Cantonese names typically consist of one given name, no middle names, and one family name. Cantonese given names may be written in one (Nam) or two (Yue Oi) parts, and may be hyphenated (Yim-Fong). These are all one name, not a first name and middle name.

• The order of Cantonese names is different from English. Family (or last) names are typically spoken and written first, followed by the given (or first) names. This may be reversed when speaking in English.

• Many Cantonese speakers may also use an English given name, which may or may not be part of their legal name. This English name may be used before or after the Cantonese given name or the family name.

• Children typically take the father’s family name.

• Women may or may not legally change their family name after marriage; however, when addressing them it is customary to use the family name of the husband.

Addressing parents, students, and families

• Address parents as “Mr.” and “Mrs.” using the husband’s last name. Wong Siu Ming should be addressed as Mr. Wong and Law Ka-Yee as Mrs. Wong.

• Students with English first names are usually referred to in school using that name, so Tai Man Charles may be addressed as Charles. Ask the individual or parents to determine which name should be used in the school.

• When sending written materials to families, address them as follows:
  – To the parents of Charles Chan Tai Man
  – To the Chan family

For example

The father introduces himself as Wong Siu Ming. The mother is Law Ka-Yee, and their daughter is Nicole Wong Ching. In this example, the student is introduced with an English given name, a family name, and a Cantonese given name.

Registering students

1. Include all legal names in school databases and documents.

2. Ask the parents which names are given names and which are family names. Given names should be placed in the first name field; family names should be placed in the last name field.

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 Cantonese given name.

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

Father: Wong Siu Ming  
First name: Siu Ming  
Middle name:  
Last name: Wong  

Mother: Law Ka-Yee  
First name: Ka-Yee  
Middle name:  
Last name: Law  

Daughter: Nicole Wong Ching  
First name: Nicole Ching  
Middle name:  
Last name: Wong  

A child’s English first name may or may not be a part of their legal name. It can be placed before or after their Cantonese given name.

Additional examples

Student: Chan Tai Man Charles  
First name: Tai Man Charles  
Middle name:  
Last name: Chan  

Student: Yue Oi-Kan  
First name: Oi-Kan  
Middle name:  
Last name: Yue  

Student: Wong Nam  
First name: Nam  
Middle name:  
Last name: Wong  

In the example of Chan Tai Man Charles, the student’s Cantonese given name comes before his English given name.

Remember

Naming practices vary among the Cantonese-speaking regions in China, and this guide provides only a general overview.

Cantonese does not have a standardized system for transliteration to the Latin alphabet, so the same name may be correctly spelled in several different ways (for example, Yu and Yue).

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 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 students and families remember to use the modified name in school settings.
Punjabi Muslim
Naming Conventions Reference Guide

What you need to know*

- Naming practices vary greatly among Punjabi speakers, and this reference guide provides a general overview only for Punjabi Muslim speakers.

- Punjabi names consist of one or more first names; one or more or no middle names; and one last name. Women typically have one first name and men may have two or more first names.

- Students’ last names are often derived from the father’s name. The student’s name could be one of the father’s first, middle, or last names.

- Typically, women adopt their husband’s first or last name as their last name. Some women, however, 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 parents to identify first and/or middle names. A child may have multiple first names and no middle name.

Addressing parents, students, and families

- Parents should be addressed using their last name, so Ali Hussain Syed should be addressed as Mr. Syed, and Mahjabeen Ali as Mrs. Ali. It is also acceptable to refer to parents with the husband’s last name, as in Mr. and Mrs. Syed.

- Physical contact between males and females is not considered appropriate in some Punjabi cultures unless individuals are related. Shaking hands with the opposite gender is acceptable only when a woman extends her hand first for a hand shake. It is best to follow this practice unless the person indicates otherwise.

- When sending written materials to families, they can be addressed as follows:
  - To the parents of Hassan Nawaz
  - To the Nawaz family

For example

A father introduces himself as Mian Mohammad Nawaz Sharif, the mother introduces herself as Zahra Begum. Their son is Hassan Nawaz.

Identifying first and middle names are a matter of personal preference. In this example, the father could also identify his first name as Mian Mohammad or Mian Mohammad Nawaz. His preferred name could be Nawaz.

Students with composite names are often referred to using one of their names, so Mohammad Suhail Malik may be addressed as Suhail and Syeda Asma Bokhari may be called Asma. Ask the individual or the parent to determine which name should be used.

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

Father: Mian Mohammad Nawaz Sharif

First name: Mian
Middle name: Mohammad Nawaz
Last name: Sharif

Son: Hassan Nawaz

First name: Hassan
Middle name: Nawaz
Last name: Nawaz

Mother: Zahra Begum

First name: Zahra
Middle name: 
Last name: Begum

A woman may or may not take her husband’s last name

Daughter: Ayesha Sharif

First name: Ayesha
Middle name: 
Last name: Sharif

Any of the father’s names can be the child’s last name

Additional examples

Student: Hina Rabbani Khar

First name: Hina
Middle name: Rabbani
Last name: Khar

Student: Yusuf Raza Gillani

First name: Yusuf
Middle name: Raza
Last name: Gillani

Remember

Naming practices vary greatly among Muslim, Hindu, Sikh, and Christian Punjabi speakers. This reference guide provides only a general overview for Muslim Punjabi speakers.

If the names are longer than the field, ask the parents which names should be entered.

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 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 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.

- Some Russian first names are 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.

- 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.

- Shake hands when greeting and departing.

- 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

Father: Andrey Ivanovich Medvedev
First name: Andrey
Middle name: Ivanovich
Last name: Medvedev

Mother: Valentina Vladimirovna Medvedeva
First name: Valentina
Middle name: Vladimirovna
Last name: Medvedeva

Son: Vladimir Andreyevich Medvedev
First name: Vladimir
Middle name: Andreyevich
Last name: Medvedev

Daughter: Anna Andreyevna Medvedeva
First name: Anna
Middle name: Andreyevna
Last name: Medvedeva

Additional examples

Student: Valentina Vladimirovna Tereshkova
First name: Valentina
Middle name: Vladimirovna
Last name: Tereshkova

Student: Maya Mikhailovna Plisetskaya
First name: Maya
Middle name: Mikhailovna
Last name: Plisetskaya

Student: Vladimir Semyonovich Vysotsky
First name: Vladimir
Middle name: Semyonovich
Last name: Vysotsky

Remember

Naming practices vary among Russian speakers, so 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 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 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, and the last name is the paternal grandfather’s first 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.

- Shake hands with someone of the opposite gender only when he or she initiates.

- When sending written materials to the family of Halimo Sharif Mohammed, address them as follows:
  - To the parents of Halimo Sharif
  - To Sharif Mohammed and Najima Kutub

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.

Family example

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

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.
Additional example

Student: Abdisis Yussif

- First name: Abdisis
- Middle name: 
- Last name: Yussif

Student: Kamar Haji Mohamed

- First name: Kamar
- Middle name: Haji
- Last name: Mohamed

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 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 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 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 ́n.
• 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.
• Shake hands when greeting and departing.
• 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 into 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 ́n 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, middle names are in italics, and last names are in heavy throughout this guide.
Family example

Father: José Demetrio Morales Vizcarra

- First name: José Demetrio
- Middle name: 
- Last name: Morales Vizcarra

Mother: María del Socorro Tirado González

- First name: María del Socorro
- Middle name: 
- Last name: Tirado González

Daughter: Genoveva Morales Tirado

- First name: Genoveva
- Middle name: 
- Last name: Morales Tirado

Additional examples

Student: Martha Lorena Rodríguez Salvatierra

- First name: Martha
- Middle name: 
- Last name: Rodríguez

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 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 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

Father: Gilbert Fabona Santos
- First name: Gilbert
- Middle name: Fabona
- Last name: Santos

Son: Gilbert Montilla Santos, Jr.
- First name: Gilbert, Jr.
- Middle name: Montilla
- Last name: Santos

Mother: Marieta Hernandez Montilla-Santos
- First name: Marieta
- Middle name: Hernandez
- Last name: Montilla-Santos

Daughter: Michelle Montilla Santos
- First name: Michelle
- Middle name: Montilla
- Last name: Santos

Additional examples

Student: Alfonso Corregidor Pioquinto, Jr.
- First name: Alfonso, Jr.
- Middle name: Corregidor
- Last name: Pioquinto

Student: Shamcey Supsup
- First name: Shamcey
- Middle name: 
- Last name: Supsup

Student: Maria Cecilia Legaspi
- First name: Maria
- Middle name: Cecilia
- Last name: Legaspi

Remember

Naming practices vary among Tagalog speakers, so 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 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 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.
- Usually family members have the father’s last name.
- Women occasionally hyphenate their maiden name with their husband’s last name.

Addressing parents, students, and families

- Address parents as “Mr.” and “Mrs.” using the husband’s last name. Vasyl Semenocych Korolyov and his wife Milena Markivna Korolyov may be addressed as Mr. and Mrs. Korolyov.
- Shake hands when greeting and departing.
- Students are often addressed by a nickname. Ask the individual or the parents which name is preferred.
- When sending written materials to families, addressed 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.

Registering students

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

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

Father: Oleksandr Ivanovich Petrenko
First name: Oleksandr
Middle name: Ivanovich
Last name: Petrenko

Mother: Oksana Amvrosiivna Petrenko
First name: Oksana
Middle name: Amvrosiivna
Last name: Petrenko

Son: Konstantyn Oleksandrovych Petrenko
First name: Konstantyn
Middle name: Oleksandrovych
Last name: Petrenko

Daughter: Yulia Oleksandrivna Petrenko
First name: Yulia
Middle name: Oleksandrivna
Last name: Petrenko

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, so 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 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 students and families remember to use the modified name in school settings.
Vietnamese Naming Conventions Reference Guide

What you need to know*

- The order of Vietnamese names is different from English. Family (or last) names are typically spoken and written first, middle names second, and given (or first) names third. This may be reversed when speaking in English.

- Vietnamese names are monosyllabic. For example, Nguyễn, a common family name, is one syllable and is usually pronounced as winn.

- Vietnamese names consist of two to four names. They may or may not include a middle name. Given names or family names can be composites, and include several parts.

- 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 Vũ Quỳnh Anh as Mrs. Anh.

- Ask the individual or parents to determine which name should be used in the classroom. Students with composite 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 Văn Hải
  - To the Nguyễn family

For example

A father introduces himself as Nguyễn Văn Nam. The mother is introduced as Nguyễn Vũ Quỳnh Anh. Their son is Nguyễn Văn Hải.

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

<table>
<thead>
<tr>
<th>Father: Nguyễn Nam</th>
<th>Mother: Nguyễn Vũ Quỳnh Ánh</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name: Nam</td>
<td>First name: Ánh</td>
</tr>
<tr>
<td>Middle name: Van</td>
<td>Middle name: Vũ Quỳnh</td>
</tr>
<tr>
<td>Last name: Nguyễn</td>
<td>Last name: Nguyễn</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Son: Nguyễn Hai</th>
<th>Daughter: Hồng Hanh Nguyễn</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name: Hai</td>
<td>First name: Hồng Hanh</td>
</tr>
<tr>
<td>Middle name: Van</td>
<td>Middle name:</td>
</tr>
<tr>
<td>Last name: Nguyễn</td>
<td>Last name: Nguyễn</td>
</tr>
</tbody>
</table>

Additional examples

<table>
<thead>
<tr>
<th>Student: Ngô Minh</th>
<th>Student: Lô Hồng Hanh</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name: Minh</td>
<td>First name: Hồng Hanh</td>
</tr>
<tr>
<td>Middle name:</td>
<td>Middle name:</td>
</tr>
<tr>
<td>Last name: Ngô</td>
<td>Last name: Lô</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student: Phô Danh</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name: Danh</td>
</tr>
<tr>
<td>Middle name:</td>
</tr>
<tr>
<td>Last name: Phô</td>
</tr>
</tbody>
</table>

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 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 students and families remember to use the modified name in school settings.
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 three 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
Throughout this guide:

First names ...
  • are referred to as “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

Languages
  • Cantonese
  • Punjabi
  • Russian
  • Somali
  • Spanish
  • Tagalog
  • Ukrainian
  • Vietnamese
Getting It Right: Reference Guides for Registering Students With Non-English Names

NAMING CONVENTIONS

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 the parents if it is part of the legal name. If so, ask if it should be placed before or after the Cantonese given name.

CANTONESE

Example family
- father: Wong Siu Ming
- mother: Law Ka-Yee
- son: Wong Tai Man Charles
- daughter: Nicole Wong Ching

Notes
- Given names may be separated by the family name, but should be combined when entering their given name. In the example above, the daughter's given name is "Nicole Ching."

RUSSIAN

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.

PUNJABI

Example family
- father: Khurram Ali
- mother: Zafar Begum

Notes
- Example family
- father's name will match one of the names in the family name.

SOMALI

Example family
- father: Ali Abdi
- mother: Suban Dirheid

Notes
- Example family
- father's name will match one of the names in the family name.

Getting It Right: Reference Guides for Registering Students With Non-English Names
### Naming Conventions Reference Guide:

#### SPANISH

1. **Ask which name is the **family name.**
   
   Family name usually consists of 2 parts: a combination of each parents' family names.

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

3. **Ask the parents if child has a middle name.**

#### 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.

**Example family**

- father: José Demetrio Morales Vizcarra
- mother: Maria del Socorro Tirado González
- son: Juan Carlos de la Morales Tirado
- daughter: Genoveva Morales Tirado

#### UKRAINIAN

1. **Determine family name.**
   
   Family name will exactly match the father’s family name, and should be common among family members.

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 “oyych” for males & “ivna” or “yivna” for females.

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

#### Notes

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

**Example family**

- father: Oleksandr Ivanovich Petrenko
- mother: Oksana Amvrosiyvna Petrenko
- son: Konstantyn Oleksandrivych Petrenko
- daughter: Yulia Oleksandrivna Petrenko

#### IN TAIWANESE

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

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

3. **Ask the parents if child has a middle name.**

#### Notes

The names appear in the first name first, followed by the given name. If both names are used, both should be included. Some names may have a title or honorific, such as Mr. or Mrs.

**Example family**

- father: 李明
- mother: 孫美華
- son: 李光
- daughter: 李莉

**Example family**

- father: 吳歡
- mother: 陳莉莉
- son: 吳歡
- daughter: 吳莉

#### VIETNAMESE

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

2. **Ask the parents if child has a middle name.**

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

#### Notes

In English, the middle name may appear when speaking and writing. Middle names are usually given second, and family names are typically spoken and written first. Vietnamese names consist of 2 or 3 names:

- Family name
- Middle name
- Given name

**Example family**

- father: Nguyễn Văn Công
- mother: Nguyễn Thị Kim

**Example family**

- father: Nguyễn Văn Hùng
- mother: Nguyễn Thị Kim

**Example family**

- father: Nguyễn Văn Hùng
- mother: Nguyễn Thị Kim