



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
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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.

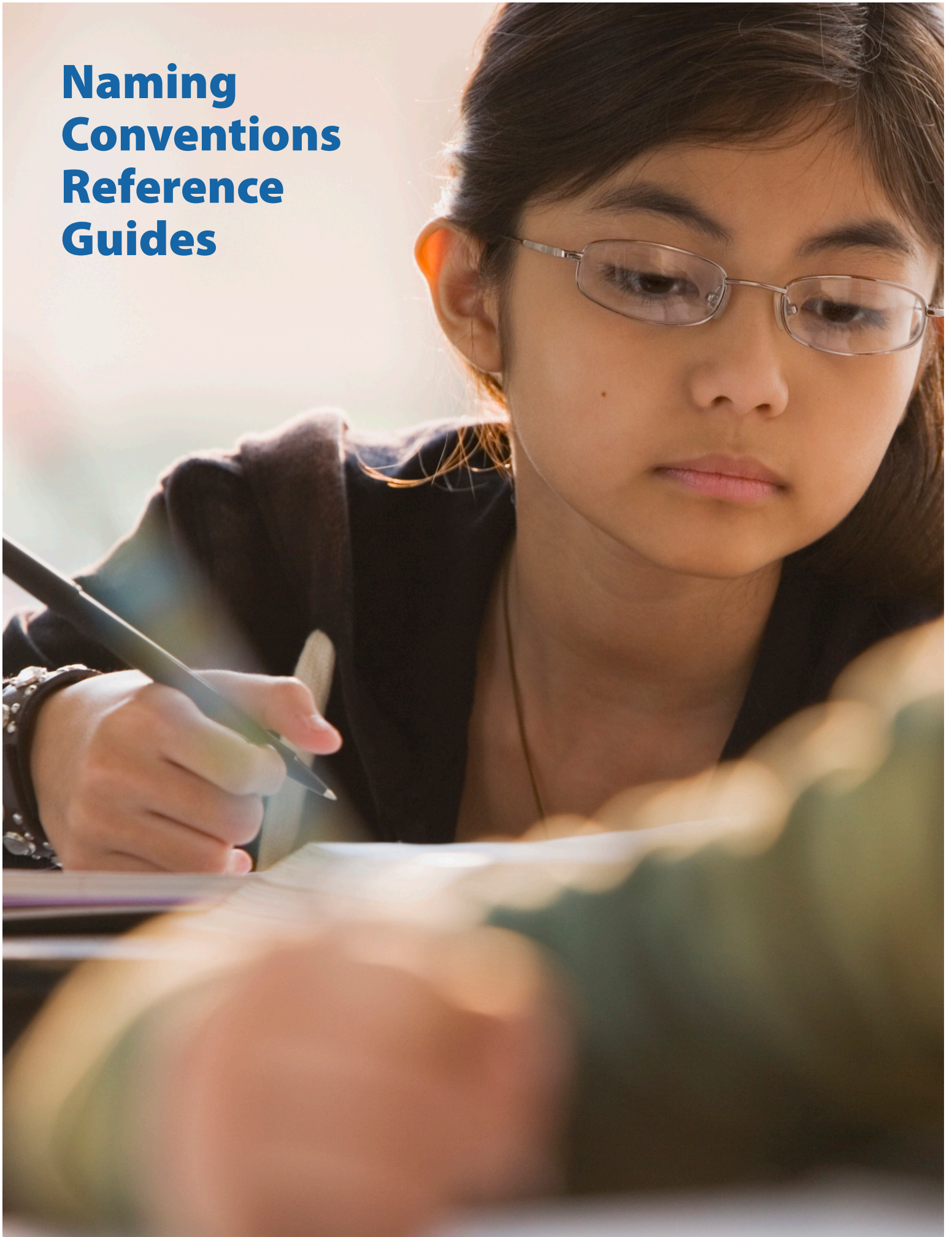
At the end of this guide are reference cards with examples of how to identify first, middle, and last names with the help of one family example in each language. The reference cards offer a quick guide to the naming structures prevalent in any of the eight languages featured in the set.

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

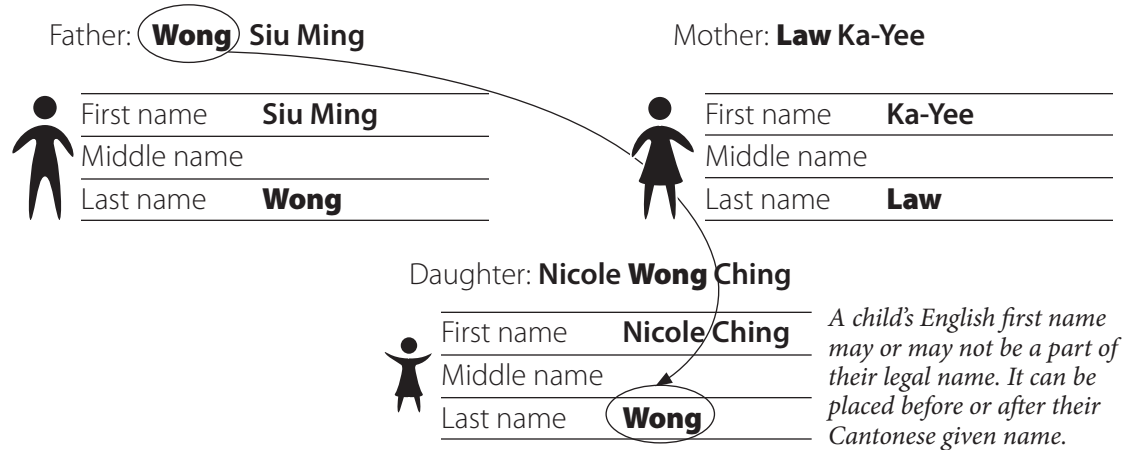
The father introduces himself as **Wong Siu Ming**. The mother is **Law Ka-Yee**, and their daughter is **Nicole Wong Ching**. In this example, the student is introduced with an English given name, a family name, and a Cantonese given name.

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

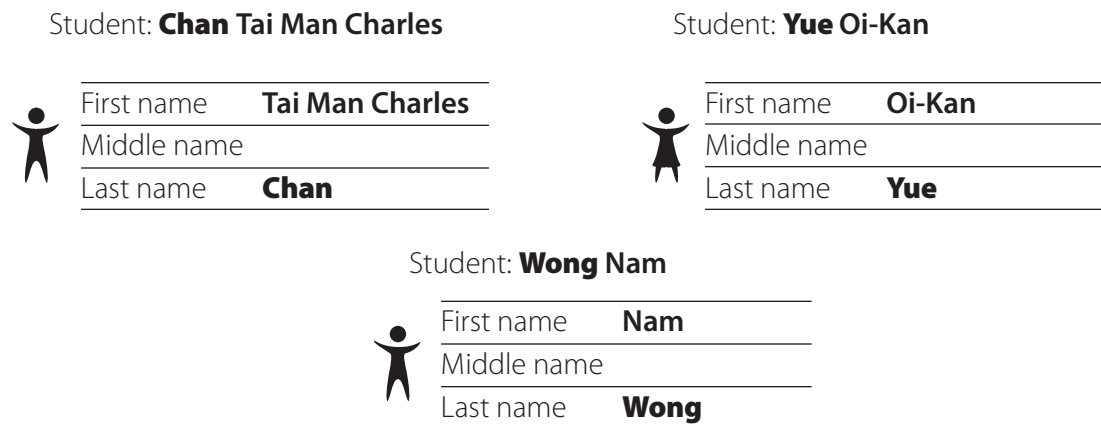
Registering students

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.

Family example



Additional examples



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

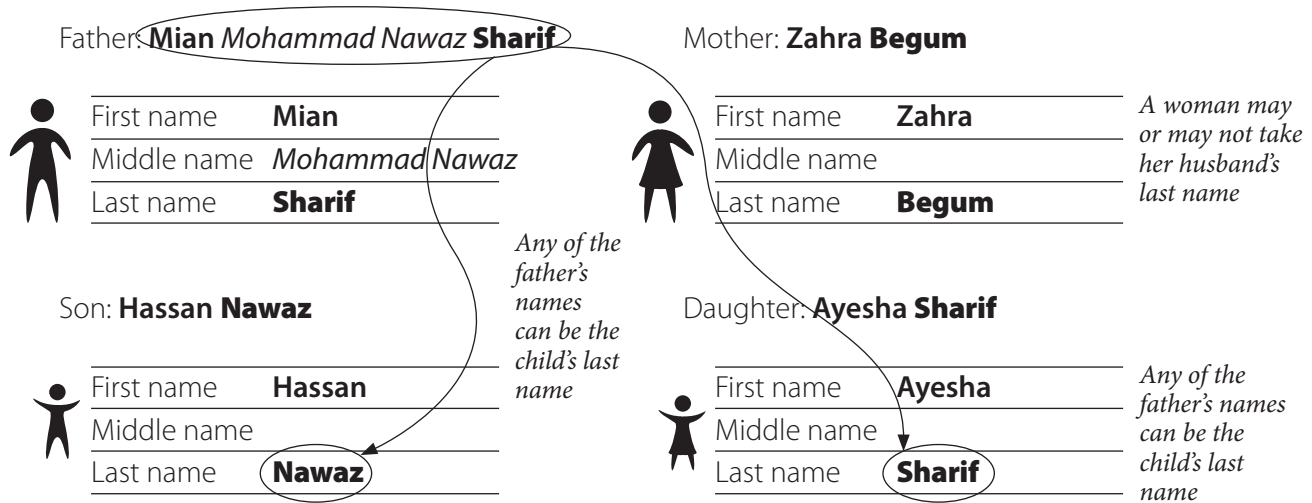
A father introduces himself as **Mian Mohammad Nawaz Sharif**, the mother introduces herself as **Zahra Begum**. Their son is **Hassan Nawaz**.

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



Additional examples

Student: **Hina Rabbani Khar**

First name	Hina
Middle name	<i>Rabbani</i>
Last name	Khar

Student: **Yusuf Raza Gillani**

First name	Yusuf
Middle name	<i>Raza</i>
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

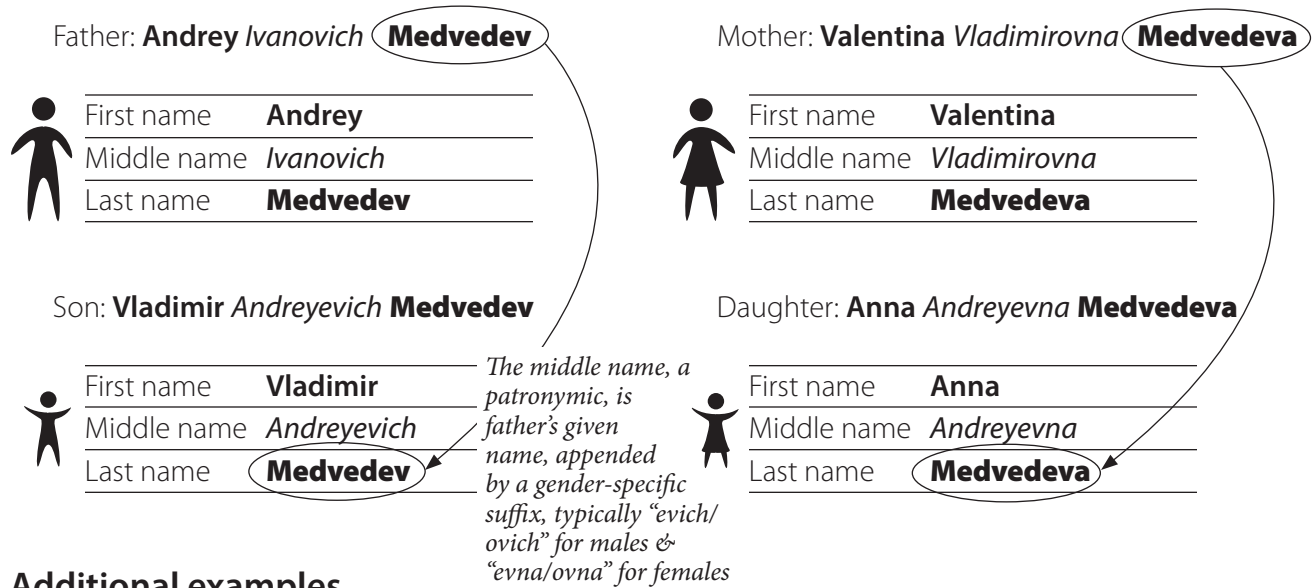
- Address parents as “Mr.” and “Mrs.” using the husband's last name. **Mikhail Ivanovich Karlov** and his wife **Valentina Vladimirovna Karlova** may be addressed as Mr. and Mrs. Karlov.
- Shake hands when greeting and departing.
- Students are often addressed by a nickname. Ask the individual or the 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



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

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.

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.

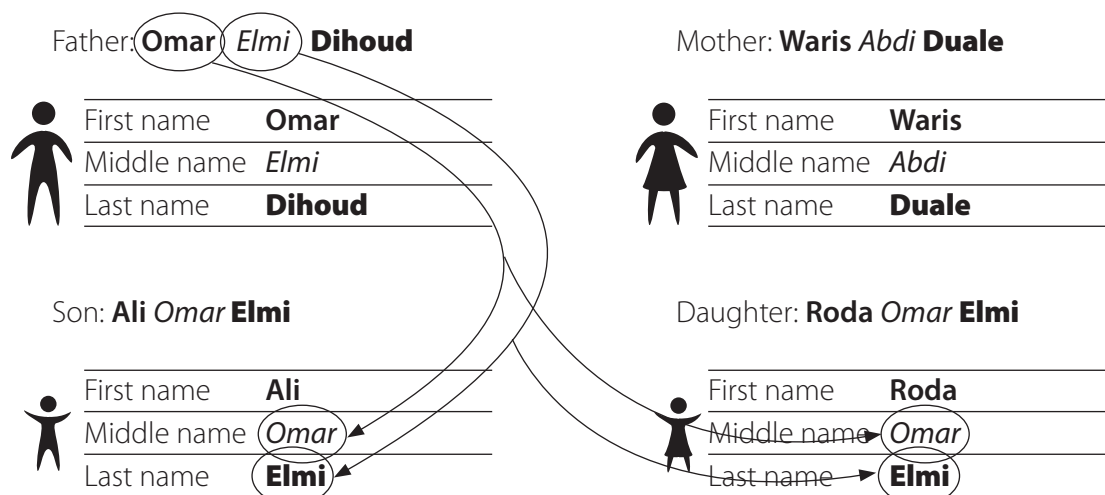
Addressing parents, students, and families

- 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.

Additional example

Student: **Abdisis Yussif**

	First name	Abdisis
	Middle name	
	Last name	Yussif

Student: **Kamar Haji Mohamed**

	First name	Kamar
	Middle name	<i>Haji</i>
	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 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.
- 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

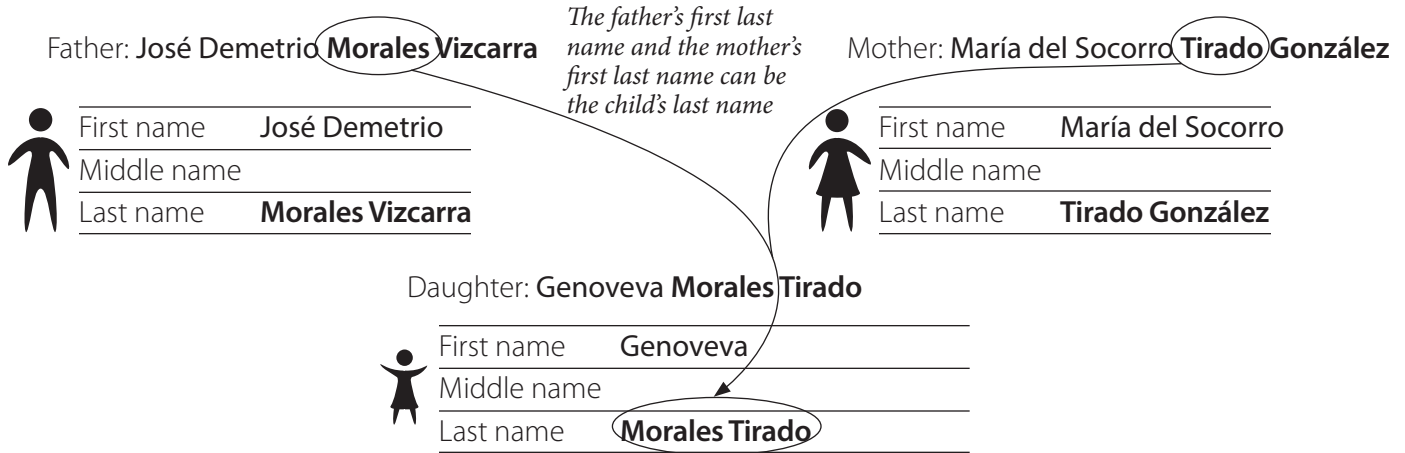
A father introduces himself as José Demetrio **Morales Vizcarra**, the mother introduces herself as María del Socorro **Tirado González**, and their daughter is Genoveva **Morales Tirado**.

*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 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 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.

Family example



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

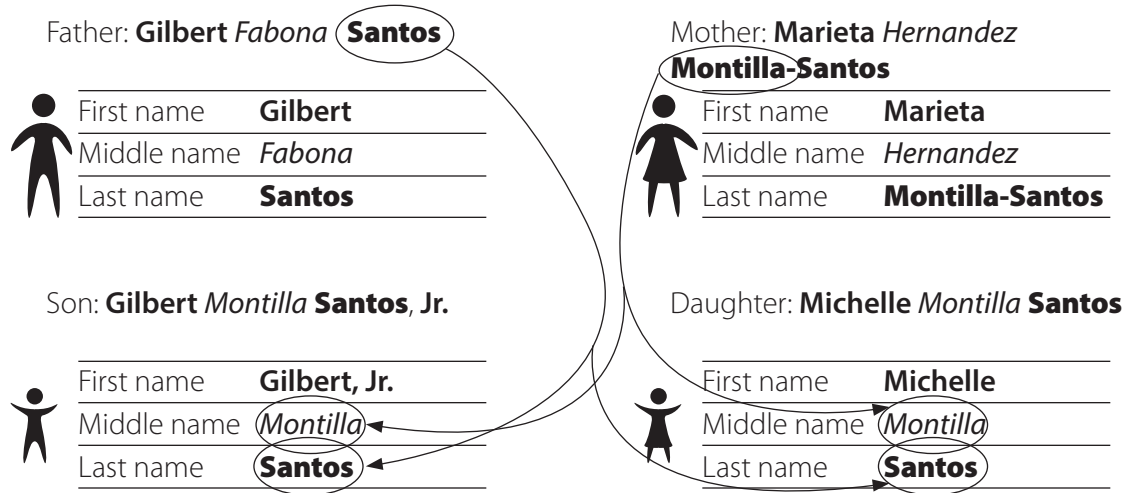
A father introduces himself as **Gilbert Santos**. The mother introduces herself as **Marieta Hernandez Montilla-Santos**, and their daughter is **Michelle Montilla Santos**.

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



Additional examples

Student: **Alfonso Corregidor Pioquinto, Jr.**

First name	Alfonso, Jr.
Middle name	<i>Corregidor</i>
Last name	Pioquinto

Student: **Shamcey Supsup**

First name	Shamcey
Middle name	
Last name	Supsup

Student: **Maria Cecilia Legaspi**

First name	Maria
Middle name	<i>Cecilia</i>
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.

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

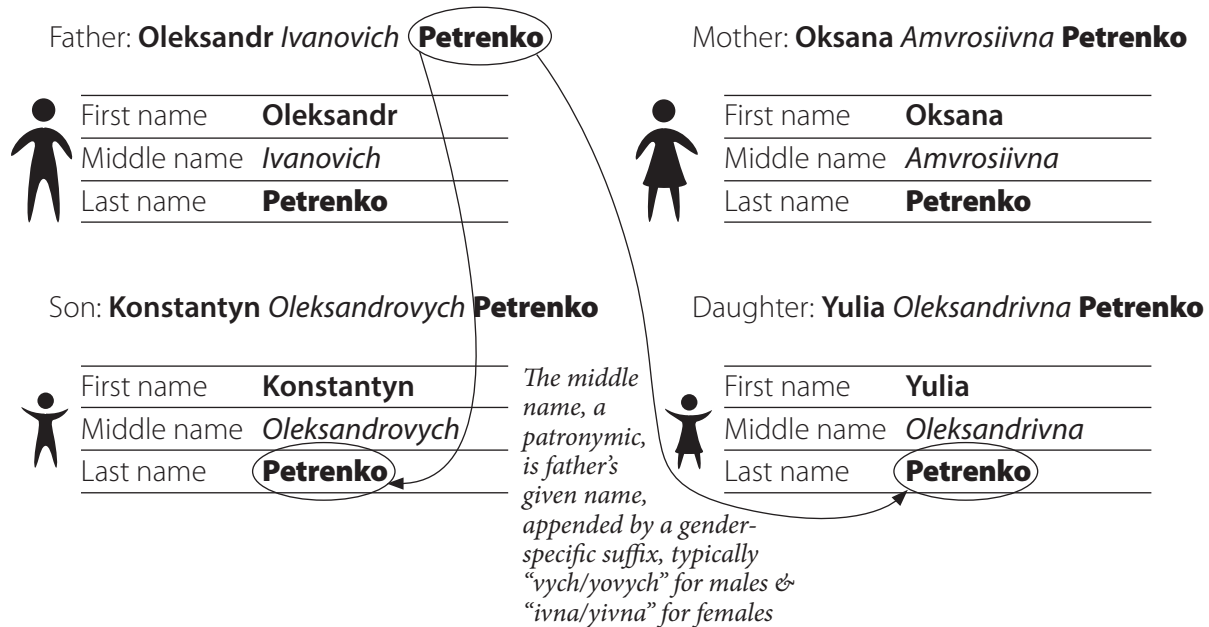
- Address parents as “Mr.” and “Mrs.” using the husband’s last name. **Vasyl Semenovich Korolyov** and his wife **Milena Markivna Korolyov** may be addressed as Mr. and Mrs. Korolyov.
- Shake hands when greeting and departing.
- Students are often addressed by a nickname. Ask the individual or the parents which name is preferred.
- When sending written materials to families, address them as follows:
 - To the parents of 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	<i>Mykhaylovych</i>
Last name	Ivanchuk

Student: **Ivan Semenovych Nechuy-Levytsky**

First name	Ivan
Middle name	<i>Semenovych</i>
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 Vu Quynh 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 Van Hai
 - To the Nguyễn family

For example

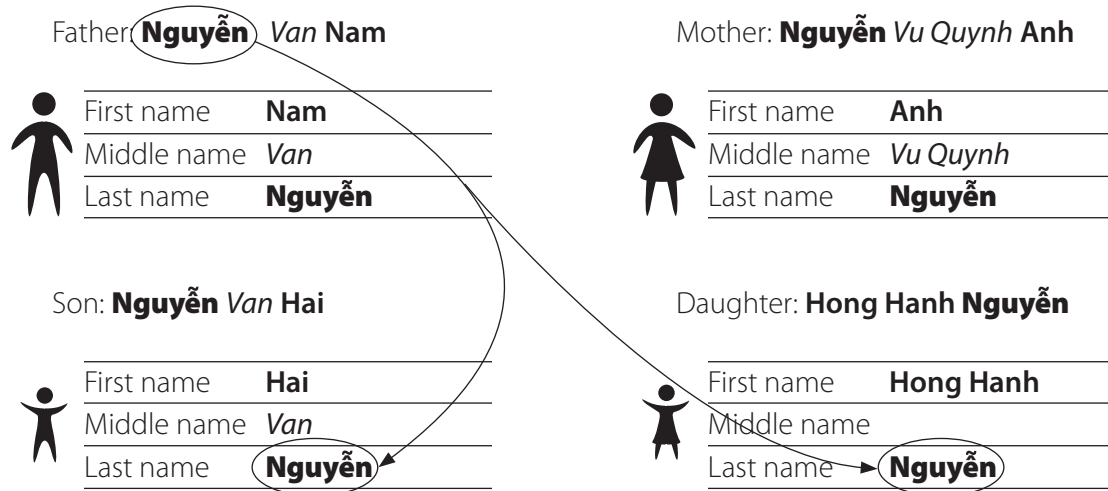
A father introduces himself as **Nguyễn Van Nam**. The mother is introduced as **Nguyễn Vu Quynh Anh**. Their son is **Nguyễn Van Hai**.

Registering students

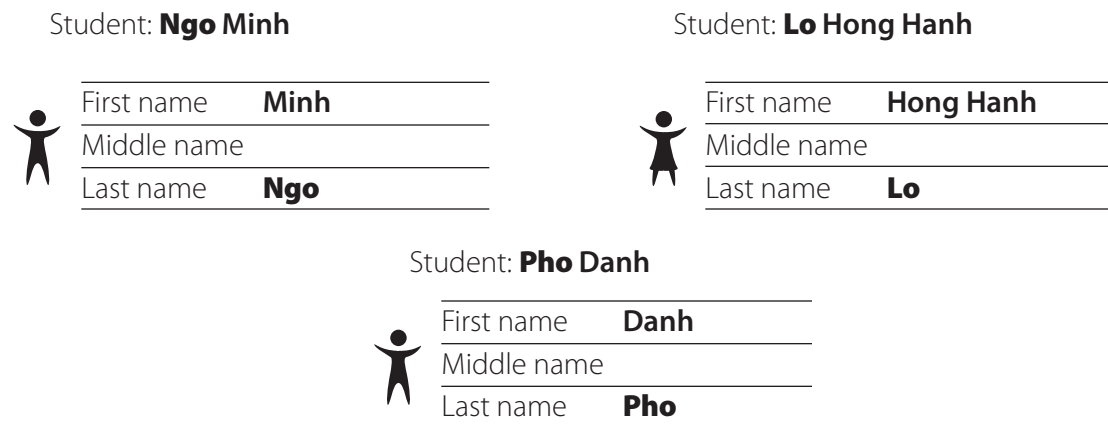
1. Include all names in databases and documents.
2. Ask the parents to identify the given name, middle name, and family name. Given names should be placed in the first name field; middle names in the middle name field; and family names in the last name field.
3. Include accent marks on names in databases 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 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.

A young boy with short dark hair, wearing a light blue polo shirt, is smiling broadly and looking towards the right. He is sitting at a desk in a classroom. In the background, other students and a desk with a notebook and a pencil are visible. The text 'Naming Conventions Reference Cards' is overlaid in the top right corner in a bold, blue font.

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 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





Naming Conventions Reference Guide: CANTONESE

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

Family name should match the father's family name.

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."

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**.

Naming Conventions Reference Guide: RUSSIAN

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

Family name will exactly match the father's family 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.

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

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

Naming Conventions Reference Guide: SOMALI

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

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

2. Ask **given** 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 & middle names. If the given name is determined, what remains is the middle name.

Example family

father: **Mian Mohammad Nawaz Sharif**

mother: **Zahra Begum***

son: **Hassan Nawaz**

daughter: **Ayesha Sharif**

Notes

Typically, females have a single given name while males may have a multipart given name.

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

**Begum is mother's last name but not the family name or derived from any of the father's names.*

Naming Conventions Reference Guide: SOMALI

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

Family name will be the same as the father's middle name.

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

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

3. What remains is the **given 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.

SPANISH

Naming Conventions Reference Guide:

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

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.

2. What remains is the **given name**.
3. Ask the parents if child has a **middle name**.

UKRAINIAN

Naming Conventions Reference Guide:

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

Example family

father: Oleksandr *Ivanovich* **Petrenko**
mother: Oksana *Amvrosiivna* **Petrenko**
son: Konstantyn *Oleksandrovych* **Petrenko**
daughter: Yulia *Oleksandriivna* **Petrenko**

Notes

Women occasionally hyphenate their maiden name with their husband's last 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 "yivna" for females.

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

TAGALOG

Naming Conventions Reference Guide:

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.

1. Ask which name is the **family name**.
Family name will exactly 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 **given name**.

VIETNAMESE

Naming Conventions Reference Guide:

Example family

father: **Nguyễn Van Nam**

mother: **Nguyễn Vu Quỳnh Anh**

son: **Nguyễn Van Hai**

daughter: **Nguyễn Hồng Hạnh**

Notes

Vietnamese names consist of 2–4 names and may or may not include a middle name. Given or family names can be composites and include several parts.

Vietnamese has six accent marks, which change the pronunciation and meaning of the names. Include them in databases and documents if possible.

1. Ask which name is the **family name**.
Family name should match the father's family name.

2. Determine **given & 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.

