

Jefferson > Ruth Acty Elementary School
Name Change Implementation Steps
December 9, 2020

1. **Official Change:** California Department of Education, [CDS Update for Name Change](#)
2. **Facilities:** Signage changes can be carried out in the next few months, est. \$25,000
3. **Departments and Systems:** notify all that site #116 becomes *New Name*
 - a. Accounting
 - b. Admissions
 - c. Human Resources
 - d. Payroll, Purchasing
 - e. Student Information Systems
 - f. Transportation, Nutrition, etc (review with Business Services Team)
 - g. Doc-Tracking for SPSA

4. **District and School Media:**
 - a. District Website
 - b. School PTA Website
 - c. School forms and stationery

5. **Notifications of Name and Address:**
 - a. City of Berkeley, including address change to 1465 Acton Street
 - b. Google Maps and other Directory Listings

6. **Celebration:**
 - a. Virtual Event: date and format TBD
 - b. On Campus Event: date and format TBD