

Guidelines for Completing the Long Name of a School

School divisions are responsible for the accuracy of school names and are asked to review each school name during the time that the Educational Registry Application is open for review. VDOE uses the data as it appears in the database to produce news releases, reports, certificates, banners, etc. The entry of incorrect, misspelled or improperly punctuated school names may result in the production of materials reflecting these errors. In some cases, it may not be practical for VDOE to replace materials to correct the errors.

When reviewing school names, please remember:

- School names should be completely spelled out. Words such as combined, community, county, district, education, elementary, fort, intermediate, international, junior high, mount, mountain, primary, senior high, Virginia, etc., should not be abbreviated. For example, Columbia District Elementary, Mount Vernon Elementary, Orange County High, Powhatan Junior High, Virginia Randolph Community High ... but Martin Luther King Jr. Elementary is allowed because the “junior” refers to the person the school is named after.
- School names typically should include the school level. For example, Lees Corner Elementary, Vernon Johns Middle, James River High ... but York River Academy is allowed because it is the official name of the charter school.
- School names should not include the word “school.” For example, Amherst Middle, Thomas Jefferson High, Mountain View Elementary ... but Arlington Science Focus School is allowed because “school” refers to the type of school, Burke School and School of International Studies at Meadowbrook is allowed because it is the official name of the school.
- School names should include proper and complete punctuation (hyphens, apostrophes, etc), unless the official spelling of the school or place name does not include an apostrophe or other punctuation mark.. For example, Abb’s Valley-Boessevain Elementary, Washington-Lee High ... but Kings Park Elementary, Lees Corner Elementary.
- School names with initials should include a period after each initial but not have spaces between the initials. For example, C.E. Curtis Elementary, J.E.B. Stuart Elementary, E.S.H. Greene Elementary.