

Seavers, Dennis

From: barber-schools-bounces@lists.ncmail.net on behalf of Seavers, Dennis <dennis.seavers@nc.gov>
Sent: Monday, June 8, 2020 6:28 PM
To: barber-schools
Subject: [Barber-schools] Suffix field in the online student permit application
Attachments: ATT00001.txt

Dear schools,

We have made a minor update to the online student permit application process. It applies to new students (not transfers or returning students) who have a suffix for the last name (e.g., Jones, Jr., or John Smith IV).

Previously, when you added a new student with a suffix like Jr., Sr., II, etc., to our database, you would have submitted the suffix with the last name. For example, if the student's name was John Smith III, you would have entered Smith III in the Last Name field. That's because there wasn't a separate suffix field on the web page where you would enter the student name. Now, there is a suffix field, and I would ask that you use it for any suffixes like the ones mentioned above. It's not a required field, so obviously leave it blank if they don't have a suffix. But please **don't** put the suffix in the Last Name field anymore. (If you do, it can create login difficulties when your former students try to set up accounts online.)

Also, please remember that when you enter names online, that data is going directly into our database. Please try to remember to capitalize appropriately (and of course please take a moment to make sure you're entering the correct data, including spelling). If you make a mistake, we can correct it, but it will help if you enter it correctly at the outset.

- Don't enter: john mclaughlin
- Don't enter: JOHN MCLAUGHLIN
- Do enter: John McLaughlin

If you have any questions, please let me know!

Dennis

Dennis Seavers

Executive Director

North Carolina Board of Barber Examiners

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