

### Request for First Name and/or Gender Change in Beaverton School District Student Records

When a parent/legal guardian, a student who is 18 years of age or older, or a student who has graduated from the Beaverton School District wishes to be identified by a *different* first name and/or gender from their *legal* name and/or gender, they may request changes in the Student Information System. This request should be made by contacting their school office and completing the information below. This request will be forwarded to the District Information Technology staff for communication with the Oregon Department of Education, as needed. This form is not needed for legal name and gender changes. For legal name and gender changes, provide the legal documentation to the school registrar.

Upon completion of this form, the first name and/or gender will be changed in the District’s Student Information System, and the change will be reflected in future generated reports. Records sent to the Oregon Department of Education will continue to be based on the student’s legal first name and/or gender. A record of the legal name and assigned gender will be recorded in the Student Information System (protected information) but will only be accessible by District staff in compliance with state and federal privacy laws. Please be aware that institutions outside of Beaverton School District such as college admissions offices, Social Security Administration, military, and Federal Student Aid (which manages FAFSA – Free Application for Federal Student Aid) may require transcripts or other documents be provided under your legal name and/or gender. It will be **your responsibility** to submit records in the manner required by the receiving institution. Please contact your school Registrar for an official copy of your transcript with your legal name.

This form is not intended for name changes related to marriage, divorce, or the addition of a preferred name to the student profile. If you wish to use a preferred name, those changes may be made through the enrollment or verification process through ParentVUE or by contacting the school. Preferred names will be used in the District’s Student Information System as the student’s name and will be reflected in learning applications systems such as Canvas/ SeeSaw and generated reports.

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I am a (check one):

- parent/guardian of a current student
- current student 18 years of age or older
- graduate of BSD (must be older than 18)

I request my student or myself be known by a different first name \_\_\_\_\_ (Initial Here) and/or different gender (F/M/X) \_\_\_\_\_ (Initial Here) than the legal first name and/or assigned gender.

\_\_\_\_\_  
School Attending

\_\_\_\_\_  
Current Grade Level or Year Graduated

\_\_\_\_\_  
Student’s Legal Last Name

\_\_\_\_\_  
Student’s Legal First Name

\_\_\_\_\_  
Student’s Preferred First Name

\_\_\_\_\_  
Birth Date

\_\_\_\_\_  
Student ID number

Student’s assigned gender: \_\_\_\_\_ Female (F)      \_\_\_\_\_ Male (M)  
 Student’s affirmed gender: \_\_\_\_\_ Female (F)      \_\_\_\_\_ Male (M)      \_\_\_\_\_ Non-Binary (X)

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**District Goal:** WE empower all students to achieve post-high school success.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

