



South Washington County Schools Name and/or Gender Change Request Form

Student ID#:		School:	
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Legal Student Name (First, Middle, Last):	
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Student Age:		Date of Birth:	
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Gender:			<i>The State of Minnesota requires the District to report all students' gender as either Male or Female. One of these options must be selected. This information may appear on some South Washington County Schools materials due to automatic reporting from the State and/or in vendor-made systems that default to reporting this field.</i>
	Male	Female	

Change the Following in Student Record (leave blank if change is not applicable):

Student Name (First, Middle, Last):	
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Alternate Gender:			<i>The District offers students and their parent/legal guardian the option of indicating an alternate gender to be recorded in the district student records system. The gender specified may be outside of the gender binary. For instance, two-spirit, gender queer, or gender fluid may be indicated. Other gender identities may be written in.</i>
	Male	Female	

Gender Pronoun:				<i>South Washington County Schools' student record system maintains a gender pronoun for all students in the district student records system. For instance, he, she, or they may be selected. Another gender pronoun may be written in.</i>
	He	She	They	

Acknowledgements:

- These change(s) are being requested because the student consistently identifies as the name/gender requested above.
- I understand that the State of Minnesota presently requires a gender of either Female or Male for state reporting purposes.
- I understand that the student's original name and gender pronoun will be retained in the history of the student records systems.
- I authorize the release of the student's original and updated name/gender to other authorized parties.

Student Signature:		Date:	
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Parent/Legal Guardian:		Date:	
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South Washington County Schools Name and/or Gender Change Request Form

What is the purpose of this form?

The Name/Gender Change Request Form makes changes to district student records to reflect the name, gender a student consistently identifies with and/or preferred gender pronoun. This form is not necessary to put a "nickname" in Infinite Campus.

What if I just want a "nickname" to appear in Infinite Campus?

Infinite Campus allows for students to enter a "nickname." The nickname will appear in Campus but will not appear in other student accounts (Schoology, Seesaw, Google, etc). If you would like the district to enter a nickname in Infinite Campus you do not need to complete this form. Please email tturitto@sowashco.org

Who may complete the Name / Gender Change Form?

It is best practice to consult with the student's parents before modifying/amending existing records.

Where do I submit this form?

This form must be submitted to the principal, counselor, or to District Student Information Systems.

What will happen to my school email address/log-in?

The email/log-in will be changed to reflect the student's preferred name.

How will my school know about the changes requested on this form?

Your information will change in the student management system and in your other school accounts (Schoology, Seesaw, Google apps). However, a student's gender identity is classified as private educational data and may only be disclosed to other school district employees who have a "need to know" the information in order to perform their job duties.

How are these changes made?

The requested changes will be made in the district student records. These changes will be reflected in student records from the point of request and moving forward. A record of original name and gender will be maintained in the system.

How can I amend/modify past education records?

In the event a student wishes to amend/modify existing/past records, contact Student Information Systems at tturitto@sowashco.org or 651-425-6300

What will be provided when I or other institutions request student records?

The student's updated name and gender will be provided. Students and families are advised they speak with the Student Information Systems directly to provide clarity and discuss concerns.