

**STUDENT RECORD UPDATE FORM**  
**PLEASE PRINT**

CURRENT STUDENT NAME (First / Middle / Last) : \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_

STUDENT ID# \_\_\_\_\_ SCHOOL \_\_\_\_\_

STUDENT AGE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

PLEASE ADD TO OR CHANGE THE FOLLOWING IN THE STUDENT RECORD:

UPDATED STUDENT NAME (First / Middle / Last): \_\_\_\_\_

GENDER (Required by the State of Minnesota):  Female  Male

PRONOUNS FLAG:  She/Her/Hers  He/Him/His  They/Them/Their  Write-in: \_\_\_\_\_

EMAIL and HOUSEHOLD RELATIONSHIPS (Change to reflect Updated Student Name)  Yes  No

- These change(s) are being requested because the student consistently identifies as the name and/or gender requested above.
- I understand that this form does not constitute a legal name and/or gender change and that this form only changes the name and/or gender of the student as reflected in the student records system.
- I understand that this form does not change the name used for "legal documents" including state testing processes or diplomas.
- I understand that the student's original name and/or gender will be retained in the history of the student records system.
- I understand that the State of Minnesota presently requires a gender of either "Female" or "Male" for state reporting purposes.
- I understand that changing my name and/or gender may complicate future record requests.
- I authorize release of the student's original and updated name/gender to authorized parties as part of student records requests.
- I understand the use of this form to indicate specific pronouns results in a "flag" in student records system. This "flag" will be visible to staff directly working with the student to review, listing pronouns.
- I understand that the elements of obscenity, health, and safety may be considered as legitimate causes for denial of my request.
- I understand that request to change the student's last name requires a court order or an updated birth certificate.

By signing and submitting this form, I request Duluth Public Schools change the name and/or gender of the student listed above.

\_\_\_\_\_  
PRINT PARENT / GUARDIAN NAME(S)  
(required for students under age 18)

\_\_\_\_\_  
PARENT / GUARDIAN SIGNATURE(S)  
(required for students under age 18)

\_\_\_\_\_  
PRINT STUDENT NAME  
(Always ask, required for students over age 18)

\_\_\_\_\_  
STUDENT SIGNATURE  
(Always ask, required for students over age 18)

**Parent or Student: Submit form to Building Principal for approval**

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For Office Use Only

\_\_\_\_\_  
PRINCIPAL SIGNATURE & Date (effective date)  
(Indicates approval to make requested additions or changes)

**Building Secretary: Submit approved record updates to [tadmin@isd709.org](mailto:tadmin@isd709.org).**  
**Building Secretary: Add flag and pronouns to student records system**  
**Building Secretary: Original to Student Cumulative File**