

Student Name and Gender Change Request Form

Directions: This form must be submitted by a parent/guardian, or a student 18 years of age or older, to change a student's name and/or gender in the student's permanent educational records when there is no documentation of a legal name change and/or government ID indicating the updated gender.

The West Irondequoit Central School District will archive your student's legal name in their student management system (SMS) to accurately identify their records. Once their name is updated in the SMS, their affirmed name will appear on the student's permanent education records going forward.

Parents/guardians must use this form to request a change in SMS to any of the following:

- The student's gender marker, and/or
- The student's affirmed name, when there is no documentation of legal name change (for example, if you do not have a court order, amended birth certificate, or government ID reflecting the name change)

Current and former students who are 18 years of age or older must also use this form to change their gender marker and/or name.

Updating Your Student's Gender Marker

To update your student's gender where gender is recorded, select the option that best describes your student's gender. The option you select does not have to match your student's birth certificate or other documentation. Select only one option:

- F-Female: My student identifies as female
- M-Male: My student identifies as male
- X-Neither Female or Male: My student does not identify as female or male (for example, identifies as nonbinary, gender expansive or gender fluid)

Updating Your Student's Affirmed Name

If your student uses an affirmed name (a different first name than what appears on legal documentation), you can choose to have this name displayed on report cards, transcripts, attendance rosters, tests, IEPs/504 Plans and other important documents as outlined in the gender support plan

I would like to update my student's first name to: _____

By signing below, you understand that:

- Updating an affirmed name and/or gender in the SMS is not a legal name change.
- A student's legal name may be required for certain benefits and services. School records with a different name than the student's legal name may create delays or issues. You can obtain a letter from your school to help explain how your student's name appears on their records.
- All previous records generated from the SMS prior to the date of the change will reflect the student's previous name and/or gender.
- The student's legal name and/or previously designated gender will be archived to enable records to be cross-referenced while maintaining confidentiality.

Parent/Guardian Name: _____ Parent/Guardian Signature: _____

Student Name: _____ Student Signature: _____

Date: _____

School use only: Date entered into student management system: _____

Return this form to the building principal.