

Oregon School District Student Record Change Request Form  
Board Policy 324

Student's Legal Name: \_\_\_\_\_  
Last, Middle, First

Student's Date of Birth: \_\_\_\_\_

Requesting the following change(s):

- Name Change in Infinite Campus
- Gender Change in Infinite Campus
- Other: \_\_\_\_\_

Official Name Changed To: \_\_\_\_\_  
Last, Middle, First

Official Gender Changed To: Female: \_\_\_\_\_ Male: \_\_\_\_\_ Non-Binary \_\_\_\_\_

There is a court order making this change (if yes, please attach). Yes: \_\_\_\_\_ No: \_\_\_\_\_

The undersigned agrees that they have read [324: Student Record Changes](#), they have discussed the changes above with a Student Services staff member and they understand the impact of changing their name or gender on official student records. Changing a name means that the new official name and/or gender will be used on all official school documents, including the student's google account, email, student ID, transportation pass, yearbook, transcript and diploma. This will also change the student's name for DPI reporting purposes. Please note that school must retain the student's legal name/gender in Infinite Campus for their records. A Parent/Guardian signature is required unless the Student is age 18 or older.

Parent / Guardian Name: \_\_\_\_\_  
Last, Middle, First

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

Student Signature: \_\_\_\_\_

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*Change Approved*

Date: \_\_\_\_\_ Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ District Registrar's Signature: \_\_\_\_\_

Date Changed in Infinite Campus: \_\_\_\_\_

Date Changed in WiselD Profile: \_\_\_\_\_