

Parent/guardian or adult student completes the following. Return the completed form to the Enrollment Center via email at enrollment@slpschools.org

Student's School: _____ Date: _____

Student's Legal Name:

First: _____

Middle: _____ Last: _____

Student's Age: _____ Date of

Birth: _____

Student's Gender on Birth Certificate (circle one) This is required by the state: Male Female

Student's Preferred Name (leave blank if not applicable):

First: _____

Middle: _____ Last: _____

Student's Gender Identity (circle one) : Female (She/Her) Male (He/Him) Non-Binary (They/Them)

Additional Information for St. Louis Park Public Schools Student Information System - Please Initial you have read and understand:

_____ By submitting this form, I am requesting that St. Louis Park Public Schools change the name and/or gender of the student listed above in the student information system (PowerSchool).

_____ These changes are being requested because the student consistently identifies as the preferred name/gender above.

_____ I understand that this form does not constitute a legal name and/or gender change; rather it only changes the name and/or gender of the student as it is reflected in St. Louis Park Public Schools' student information system (PowerSchool).

_____ 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 legal name/gender will be retained in the student information system (PowerSchool) for this purpose.

_____ I understand in order to have the student's preferred name in the yearbook, this form needs to be completed. Legal names in Powerschool are pulled at the beginning of the year and may not be reflected in the yearbook if not completed by Winter Break.

_____ I understand that the student has the opportunity to participate in co-curricular and extracurricular activities in a manner consistent with their gender identity, including but not limited to intramural and interscholastic athletics, in conformance with Minnesota State High School League rules and regulations, where applicable.

_____ I authorize the release of the student's legal and updated name/gender to authorized parties as part of the student records request.

_____ I understand that St. Louis Park Public Schools are not liable for any inaccuracies due to historical data. Inaccuracies should be brought to the attention of school staff as soon as possible for updating.

Parent/Guardian Signature(s) (required for students under age 18):

<i>Print Parent/Guardian Name(s)</i>	<i>Parent/Guardian Signature(s)</i>
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Student Signature:

Requested at all times/ Required if 18 years or older

Name/Gender Change Request Information

What is the purpose of this form?

The Name / Gender Change Request Form is available to make changes to the student information system such that it reflects the name and/or gender that a student consistently identifies. This form also provides a record of changes to a student’s gender, access to gender-specific facilities, and participation in gender-specific co/extra-curricular activities.

Who may complete the Name / Gender Change Form?

The Name / Gender Change Request Form must be completed by a parent or guardian for a student under the age of 18. Students over the age of 18, may complete the form themselves without a parent or guardian signature.

Where do I submit this form?

Submit this form to the MARSS Coordinator at the District Office. A copy will be given to the student’s school office for their records.

What if a parent or guardian is not available to sign and submit this form?

If a parent or guardian is not available to sign and submit this form, a student should contact their school principal, a school counselor, or another St. Louis Park Public Schools staff member to request accommodations.

What will happen to my student’s St. Louis Park Public Schools email address/log-in?

The email address will reflect the preferred name of a student who successfully completes this name change request form.

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

Communication with your school is important to ensure the support your child may need. This is very important when changes to student information are requested and when changing schools. The school principal, a school counselor, or another St. Louis Park Public Schools staff member may assist in ensuring that the appropriate staff receive the information that pertains to their role in the building and your requests regarding privacy.

What if I do not complete all of the information on the form?

If you do not complete all of the information on the form or do not submit a form, the following assumptions will be made in the St. Louis Park Public Schools student information system based on the student’s birth certificate:

Gender	Preferred Gender	Preferred Gender Pronoun	Preferred Facilities Access
Female	Female	She	Girls’/Women’s
Male	Male	He	Boys’/Men’s

How are these changes made?

The requested changes will be made in PowerSchool. These changes will be reflected in our student information system from the date of request and moving forward; past records will not be updated. A record of the legal name and gender will be maintained in the system.

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

For “non-certified” requests, the student’s preferred name and gender may be provided. However, when responding to requests for certified records, St. Louis Park Public Schools must provide a student’s legal name and gender. If a student or family has concerns about privacy, it is advised that they speak with a principal at the school directly to discuss concerns.

Additional information about the form

- Gender on birth certificate. The State of Minnesota requires that St. Louis Park Public Schools report all students’ gender according to either “Male” or “Female.” One of these options must be selected. This information may appear on some St. Louis Park Public Schools materials due to automatic reporting from the State and/or in vendor-made systems that default to reporting this field.
- Preferred Gender. St. Louis Park Public Schools offers students and their parents or guardians the option of indicating an alternate gender to be recorded in the district student records system. The gender options at this time are “Male” (“he/him”), “Female” (she/her), or “Non-Binary” (they/them).
- Preferred Facilities Access. Facilities include restrooms, locker rooms, and other gendered facilities. At some schools, single-stall restrooms may be used in addition to or as an alternative to a gender-specific restroom or locker room.