



Request for First Name and/or Gender Change in Beaverton School District Student Records

When a parent/legal guardian of a current student, a student who is 18 years of age or older, or a student who has graduated from the Beaverton School District wishes to be identified by a different first name and/or gender from their legal name and/or gender, they may request changes in the Student Information System. This request should be made by contacting their school office and completing the information below. This request will be forwarded to the District Information Technology staff for communication with the Oregon Department of Education, as needed. If you change your name legally, you do not need to complete this form to request first name and/or gender change. Bring the proof of legal name and gender change to the school, and the registrar at the school will update the information.

Upon completion of this form, the first name and/or gender will be changed in the District's Student Information System, and the change will be reflected in future generated reports. Records sent to the Oregon Department of Education will include the student's affirmed and legal first name and/or gender. A record of the legal name and assigned gender will be recorded in the Student Information System but will only be accessible by District staff in compliance with state and federal privacy laws. Legal documentation is only required to change a student's last name for currently enrolled students.

This form is not intended for name changes related to marriage, divorce, or the addition of a nickname to the student profile. If you wish to use a nickname, those changes may be made through the enrollment or verification process through ParentVUE or by contacting the school.

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I am a (check one):

- parent/guardian of a current student
- current student 18 years of age or older
- graduate of BSD (must be older than 18)

I request my student or myself be known by a different first name _____ (Initial Here) and/or different gender (F/M/X) _____ (Initial Here) than the legal first name and/or assigned gender.

School Attending

Current Grade Level or Year Graduated

Student's Legal Last Name

Student's Legal First Name

Student's Affirmed First Name

Birth Date

Student ID number

Student's assigned gender: _____ Female (F) _____ Male (M)

Student's affirmed gender: _____ Female (F) _____ Male (M) _____ Non-Binary (X)

Belong. Believe. Achieve.

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.

This section only applies to the parent/guardian of a current student and a current student who is 18 years of age or older.

Dear Parent/Guardian or student,

Please be aware that institutions outside of Beaverton School District such as college admissions offices, Social Security Administration, military, and Federal Student Aid (which manages FAFSA – Free Application for Federal Student Aid) may require transcripts or other documents be provided under your legal name and/or gender. By agreeing to the name and/or gender change below, you are also acknowledging that it will be **your responsibility** to submit records in the manner required by the receiving institution. This may mean requesting that your name and/or gender be changed back to the legal name/gender in Beaverton School District records. Please contact the school registrar to initiate this record change.

_____	_____	_____
Parent/Guardian Name (Print)	Signature	Date
_____	_____	_____
Student Name (Print)	Signature	Date
_____	_____	_____
Received by (Print)		Date

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This section only applies to the graduate of BSD who is older than 18.

Dear Graduate,

Please be aware that this request to amend your school records requires legal documents that reflect your changed name and gender. These documents include: driver's license, birth certificate, and/or social security card. By agreeing to the name and/or gender change below, you are also acknowledging that it will be your responsibility to provide necessary documents.

_____	_____	_____
Student Name (Print)	Signature	Date
_____	_____	_____
Received by (Print)		Date

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Copies to:

- Original filed in CUM folder
- Copy to the person completing the form
- Help Desk Ticket to IT
- Special Education Records department (for currently enrolled special education eligible student)