



A parent/guardian or adult student completes this form. Return the completed form to the Enrollment Center to your school's Administrative Assistant. For legal name changes, please provide an updated legal document (birth certificate, driver's license, passport, social security card, or state ID card).

Student's School: _____ **Date:** _____

Student's Legal Name/Gender

First: _____ **Middle:** _____ **Last:** _____

Student's Age: _____ **Date of Birth:** _____

Student's Gender on Birth Certificate (pick one - this is required by the state): Female Male

Student's Preferred Name/Gender (if different from Legal Name/Gender)

First: _____ **Middle:** _____ **Last:** _____

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

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).

_____ I request these changes because the student consistently identifies with the preferred name/gender.

_____ This form does not constitute a legal name and/or gender change; it only changes the name and/or gender of the student as it is reflected in St. Louis Park Public Schools' student information system.

_____ The state of Minnesota requires a gender of either "Female" or "Male" for state reporting purposes. The student's legal name/gender will be retained in the student information system for this purpose.

_____ To have the student's preferred name in the yearbook, I must complete and submit this form. PowerSchool pulls legal names for the yearbook at the beginning of the year. The yearbook may not show preferred names if I don't submit this form by Winter Break.

_____ The student's transcript and/or student ID may display the student's legal name. I may request copies with the student's preferred name.

_____ The student may participate in co-curricular and extracurricular activities in a manner consistent with their gender identity. This includes but is not limited to intramural and interscholastic athletics. This is in conformance with Minnesota State High School League rules and regulations, where applicable.

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

_____ St. Louis Park Public Schools are not liable for any inaccuracies due to historical data. I will bring inaccuracies to the attention of school staff as soon as possible for updating.

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

_____ *Print Parent/Guardian Name(s)*

_____ *Parent/Guardian Signature(s)*

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 used to request changes to the student information system so that it reflects the name and/or gender with which 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?

A parent or guardian must complete the Name/Gender Change Request Form 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 Enrollment Center at the District Office. A copy will be given to the student's school office for their records. Email: enrollment@slpschools.org, Mail/In Person: 6300 Walker St, Door 1, St. Louis Park, MN 55416

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

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

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

After this form is submitted, the student's email address will be updated to reflect their preferred name.

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

It's important that you communicate with your school to ensure your child has the support they 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 Student Data Coordinator will make the requested changes in our student information system. PowerSchool will reflect these changes 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, we advise 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.