



# Student Name and/or Gender Change Form

## Change of Legal First Name

If requested by the student and approved by a parent/guardian, a student may change their First Name in the student information system. The First Name field will contain the Preferred Name, and the legal First Name will be moved to Middle Name field. For students who have legally changed their name, presentation of the name change document will automatically be registered by the school. In all instances, the student shall retain the same SSID.

## Change of Preferred Name

If the student does not have approval by a parent/guardian OR they do not want to change the legal first name field, then the student may request that their Preferred Name be entered in the “preferred name” field. Currently, preferred name field does not show up on all reports or documents, so the student/family should be aware that in this case, the legal first name may still show up on school related documents.

## Change of Gender

If requested by the student and approved by a parent/guardian, schools shall change the student’s gender in the student information system. Current options include female, male, or nonbinary. This written request is considered sufficient documentation. Students/families should be aware that gender categories are not confidential and can be viewed by school staff.

## Confidentiality

If the student has chosen to keep their name or gender confidential from a parent/guardian, the school cannot change the official information in the student information system. However, the School Support Plan should serve as a resource for ensuring preferred names and pronouns are honored throughout the school day.

<b>SSID:</b>		<b>Date of Birth:</b>	
<b>Student Current Full Name in Synergy (First, Last):</b>		<b>Grade Level:</b>	

Student wishes to <b>Change Gender Marker*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Current Gender Marker in Synergy	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> X	<b>Change To:</b>	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> X
Student wishes to <b>Change Legal First Name*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Update To:</b>	
Student wishes to <b>Change Preferred Name</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Update To:</b>	





## Student Name and/or Gender Change Form

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X Student Signature

Date

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X Parent/Guardian Signature (if required\*)

Date

*\* Changing Legal Name and/or Gender Marker requires legal guardian approval.  
Changing Preferred Name only does not require legal guardian approval.*

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Form received by (staff person)

Date

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Information System (Synergy) Updates completed by

Date

The Administrative Directive has been reviewed by staff





# Student Name and/or Gender Change Form

## UPDATE FIELDS IN SYNERGY

**Student**

Student Name:  DOB:  Home/Room:  Teacher:  Age:

Demographic:  Parent/Guardian:  Other Info:  Foreign:  Forward:  Bloodwork HMO:  ID/MSA:  Document:  Student Contact Log:  Substitute PTE:  SUMMER:  Work:  Parent/PT/ST:

Legal LHM Name:  Legal FHM Name:  M/M/M Name:  Suffix:  Black/ID:  Grade:  Gender:  Non-Binary Gender:

**Student Information**

No Photo:  Screened Language:  Student's Language At Home:  Language Spoken to Student at Home:  Religion Selected:  Preferred FHM Name:  Preferred LHM Name:

On file:  Birth Date:  Birth City:  Birth Verification:

Birth State:  Birth Country:  Student Email:

Decrypted:

**Race and Ethnicity**

Hispanic/Latino:  State Reported Race:

Race:

American Indian / Alaskan Native  Asian  Black / African American  Native Hawaiian / Other Pacific Islander  White

