



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.

SSID:	Date of Birth:
Student Current Full Name in Synergy (First, Last):	Grade Level:
Student wishes to Change Gender Marker* <input type="checkbox"/> Yes <input type="checkbox"/> No	
Current Gender Marker in Synergy M F X	Change To: M F X
Student wishes to Change Legal First Name* <input type="checkbox"/> Yes <input type="checkbox"/> No	Update to:
Student wishes to Change Preferred Name <input type="checkbox"/> Yes <input type="checkbox"/> No	Update to:

Student signature: _____	Date: _____
Parent/Guardian Signature (if required*): _____ <small>*Changing Legal Name and/or Gender Marker requires legal guardian approval. Changing Preferred Name only does not require legal guardian approval</small>	Date: _____
Form received by (staff person): _____	Date: _____
Information System (Synergy) Updates completed by: _____	Date: _____
<input type="checkbox"/> The Administrative Directive has been reviewed by staff	



UPDATE FIELDS IN SYNERGY

Student

Menu Find Undo Add Delete

Student Name: School: Homeroom: Teacher: Age:

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes Documents Student Contact Log Schedule FTE Additional Alerts Race/Ethnicity

Legal Last Name	Legal First Name	Middle Name	Suffix	Student ID	Grade	Gender	Non-Binary Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Student Information

<input type="checkbox"/> No Photo	Screened Language	Student's Language At Home	Language Spoken to Student at Home	Interpreter Needed	Preferred First Name	Preferred Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> On file	SSID	Birth Date	Birth City	Birth Verification		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	Birth State	Birth Country	Student Email			
	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="checkbox"/> Deceased						

Race and Ethnicity

Hispanic/Latino	State Reported Race
<input type="text"/>	<input type="text"/>

Race

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

