



Hastings Public Schools

Student Name/Gender Update Form

Current Student Legal Name: _____

Student ID: _____

Date of Request: _____ School: _____

PLEASE ADD OR CHANGE THE FOLLOWING IN THE STUDENT RECORD:

Updated Student Name (First/Middle only): _____

Gender (M/F): _____

These changes are being requested because the student consistently identifies as the name and/or gender requested 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 reflected in the student information system at ISD #200.
- I understand that the student's original name and/or gender will be retained in the history of the student records system and will be used for official Minnesota state reporting.
- I understand that changing my name and/or gender in the student information system may complicate future records requests as well as logins to ISD #200 systems.
- I understand that this request will modify my name and username in additional ISD #200 systems including but not limited to Schoology, email, portal accounts, online textbooks and online resources.
- I authorize release of the student's original and updated name/gender to other authorized parties as part of student records requests.
- I understand that a request to change a student's last name requires legal name change documentation.

By signing and submitting this form, I request that Hastings Public Schools change the first/middle name and/or gender of the student listed above.

PRINT PARENT/GUARDIAN NAME(S)

PARENT/GUARDIAN SIGNATURE(S)

PRINT STUDENT NAME

STUDENT SIGNATURE

DATE COMPLETED

COUNSELOR/PRINCIPAL SIGNATURE

For Office Use Only:

1. *Counselor should submit one copy of completed and signed form to Cathy Blaha, one copy to the counseling office secretary, and place one copy in the student cumulative folder. If the student has an IEP or 504 plan, or is receiving EL or Title I services, the special services department should also be notified.*
2. *The student will be notified via email or by the counselor once their account usernames have been modified. Note that it may take up to 10 school days to complete the updates to all accounts.*