

Name and Gender Identification Request Form

This form must be submitted by a parent in order to change a student's name and/or gender in the student's permanent records maintained by the North Syracuse Central School District ("NSCSD" or the "District") where there is no documentation of a legal name change and/or government identification indicating the updated gender. The term "parent" shall mean the student's parent(s), guardian(s), or any person(s) in a parental relation or custodial relationship to the student, or the student if the student is an emancipated minor or 18 years of age. Where two parents share joint legal custody of the student, the signature of both parents below is required in order to authorize any amendments to the student's records. The student's permanent records include transcript, report card, diploma, and attendance records. These records are generated by the District's digital student record management program, SchoolTool.

Student ID Number: _____
Preferred Name: _____
Legal Name: _____

Student Date of Birth: _____
Preferred Gender:
 Female Male Non-Binary
 Other - Please specify: _____

By signing below, the parent and student understand that:

- The name and/or gender that is currently reflected on the student's permanent records does not reflect the student's preferred name and/or gender.
- Parent and student are requesting that the District amend student's permanent educational records to reflect the student's chosen name and/or gender designation in accordance with the record amendment provisions of the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g(a)(2).
- Updating a name and/or gender on NSCSD educational records is not a legal name change unless a court ordered name change is also submitted.
- A student's permanent records may be used in connection with obtaining services and benefits outside of the NSCSD, such as Free Application for Federal Student Aid on the federal level. A student's legal name may be required to be used in connection with receipt of these benefits and services. In the event that this happens, you can obtain a letter from the school to assist.
- The name that appears on the updated school records will be different from the legal name that may be required to apply for benefits and services outside the NSCSD, and this mismatch may create delays or issues.
- Student ID cards may be issued in the student's preferred name.
- All previous records generated by the NSCSD prior to the date of this change will reflect the student's previous name and/or gender.
- The Building Principal is responsible of ensuring name changes are made appropriately and will communicate any changes to the Associate Superintendent for Teaching and Learning and will further communicate the name change with Food Services, the Registrar, Transportation, the Office of Special Education, Athletics, and the Directors of Technology and Data, Accountability, and School Improvement.
- The student's legal name and/or previously designated gender will be archived by the NSCSD to enable records to be cross-referenced, while maintaining the student's confidentiality.

By signing this form, I acknowledge that I have carefully reviewed each of the considerations above and request that the North Syracuse Central School District amend my/my child's permanent educational records to reflect my/my child's preferred name and/or gender identity.

Parent Signature

Print Name

Date

Parent Signature

Print Name

Date

Student Signature

Print Name

Date

Administrator/Designee Signature

Print Name

Date