

Name and Gender Change 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 name and/or 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.

Permanent records include transcript, report card, health record, and attendance records. These records are generated by the District's digital student record management program, SchoolTool and by Health Office Anywhere, our health records management program.

Please print information below:

Student ID # _____

Legal Name (full name) _____

Preferred Name (full name) _____

Preferred Gender:

Male Female

Other (please specify)* _____

*SchoolTool lists M or F gender markers only

By signing below, the parent and student understand that (please check all boxes):

- 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 in accordance with the records amendment provisions of the Family Education 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.
- 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 ("FAFSA") 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.
- 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 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.

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.

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.

Student Signature

Print Name

Date Signed

Parent Signature

Print Name

Date Signed

Parent Signature

Print Name

Date Signed

Administrator Signature

Print Name

Date Signed

Pupil Accounting Secretary Use Only: Date Submitted _____ Date Entered _____