

Student Name Update Request

Upon submission of a completed Student Name Update Request form, a conference will occur between a school administrator and the student to discuss the request for an update to the student's name. This conference may, but is not required to, include the student's parent(s)/guardian(s).

Student conference

Does the student choose to include their parent(s)/guardian(s) in this conference? ☐ No ☐ Yes
If yes, provide the names of the student's parent(s)/guardian(s) to be included: _____ Student's initials: _____

This request is for **non-official records** only. It **does not** change the student's legal name. The school must use the name and gender by which the student identifies on all other records, including but not limited to school identification cards, classroom seating charts, athletic rosters, yearbook entries, diplomas, and directory information. If the update request is approved, both the legal and preferred names will appear on the standardized high school transcript.

Requestor information

Date: _____ School: _____ Student ID: _____
Person making the request: ☐ Student ☐ Parent(s)/guardian(s)
Requestor(s) name: _____
(please print) _____
Requestor(s) signature: _____

Student's preferred information

First name: _____ Middle name: _____
Last name: _____
Gender (optional): ☐ Female ☐ Male ☐ Non-Binary ☐ No change

Student legal name change request (optional) Official documentation required per [Procedure 3213P](#)

- ☐ Court order or amendment of state or federally issued identification.
☐ Written, signed statement explaining the student has exercised a common-law name change and has changed their name for all intents and purposes and that the change has not been made for fraudulent reasons.

First name: _____ Middle name: _____
Last name: _____

FOR OFFICE USE ONLY

School administrator approval ☐ Approved ☐ Denied (if denied provide reason below)

Reason denied: _____

Date: _____ Administrator name: _____

Administrator signature: _____