



Name / Gender Change Request Form

PLEASE PRINT –

Student ID #: _____ School: _____

Current Student Name: _____
First Middle Last

Student Age: _____ Date of Birth: _____

Change the Following in Student Record (leave blank if change is not applicable)

Name: _____
First Middle Last

Gender (Required by the State of Minnesota): Female Male

Additional Information for Saint Paul Public Schools Student Record System

District Alternate Gender: Female Male Write-in _____

Gender Pronoun: She He They Write-in _____

Facilities Access: Girls'/Women's Boys'/Men's Single stall

Co/Extra-curricular Activities: Girls'/Women's Activities Activities (Boys'/Men's)

- By submitting this form, I am requesting that Saint Paul Public Schools change the name and/or gender of the student listed above.
- These change(s) are being requested because the student **consistently identifies** as the name/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 as reflected in Saint Paul Public Schools student information system.
- I understand that the State of Minnesota presently requires a gender of either "Female" or "Male" for state reporting purposes.
- I understand that the District Alternate Gender and Pronoun will only be used within Saint Paul Public Schools.
- I understand that the default access to gender-specific facilities and participation in gender-specific co-curricular and extra-curricular activities (i.e. sports) will be according to the Gender (State) designation, unless stated otherwise.
- I understand that the student's original name/gender/pronoun will be retained in the history of the student records system.
- I authorize the release of the student's original and updated name/gender to other authorized parties as part of student records requests.

Parent/Guardian Signature(s) (required for students under age 18):

Print Parent/Guardian Name(s)

Parent/Guardian Signature(s)

Student Signature:

Requested at all times/ Required if 18 years or older

Submit this form to the school main office or SPPS Student Placement Center, 2102 University Ave. W., St. Paul, MN 55114, (651) 632-3700. If you have questions, please contact Out for Equity, SPPS, (651) 744-5195, <http://outforequity.spps.org>



Name / Gender Change Request Information

What is the purpose of this form?

The Name / Gender Change Request Form is available to make changes to the student information system such that it reflects the name and/or gender that a student ***consistently identifies***. This form also provides a record of changes to a student's gender pronoun, access to gender-specific facilities, and participation in gender-specific co/extra-curricular activities.

Who may complete the Name / Gender Change Form?

The Name / Gender Change Request Form must be completed by a parent or guardian for a student under the age of 18. Students over the age of 18, may complete the form themselves without a parent or guardian signature.

Where do I submit this form?

This form must be submitted to the School Office or to the district Student Placement Center.

What if a parent or guardian is not available to sign and submit this form?

If a parent or guardian is not available to sign and submit this form, a student should contact their school principal, a school counselor, or another Saint Paul Public Schools staff member to request accommodations. All students, regardless of the completion of this form, may expect staff to use the name and/or pronoun that they have communicated verbally and/or in writing to staff.

What will happen to my student's Saint Paul Public Schools email address/log-in?

The parent or guardian or student over the age of 18 should contact their school office regarding changes to the email address.

How will my school know about the changes requested on this form?

Communication with your school is important to ensure the support your child may need. This is very important when changes are requested to the student information system and when changing schools. The school principal, a school counselor, or another Saint Paul Public Schools staff member may assist in ensuring that the appropriate staff receive the information that pertains to their role in the building and your requests regarding privacy.

What if I do not complete all of the information on the form?

If you do not complete all of the information on the form or do not submit a form, the following assumptions will be made in the Saint Paul Public Schools student information system:

Gender	District Alternate Gender	Gender Pronoun	Facilities Access	Co/Extra-curricular Activities
Female	Female	She	Girls'/Women's	Girls'/Women's Activities
Male	Male	He	Boys'/Men's	Activities (Boys'/Men's)

How are these changes made?

The requested changes will be made in the online Student Information System. These changes will be reflected in student records from the point of request and moving forward; past records will not be updated. A record of original name and gender will be maintained in the system.

What will be provided when I or other institutions request student records?

For "non-certified" requests, the student's updated name and gender may be provided. However, when responding to requests for certified records, SPPS must provide a student's legal name. If a student or



family has concerns about privacy, it is advised that they speak with the Student Records Department at the Student Placement Center directly to provide clarity and discuss concerns.

Additional information about the form

- **Gender.** The State of Minnesota requires that Saint Paul Public Schools report all students' gender according to either "Male" or "Female." One of these options must be selected. This information may appear on some Saint Paul Public Schools materials due to automatic reporting from the State and/or in vendor-made systems that default to reporting this field.
- **District Alternate Gender.** Saint Paul Public Schools offers students and their parent or guardian the option of indicating an alternate gender to be recorded in the district student records system. The gender specified may be outside of the gender binary. For instance, two-spirit, gender queer, or gender fluid may be indicated. Others gender identities may be written-in.
- **Gender Pronoun.** Saint Paul Public Schools student record system maintains a gender pronoun for all students in the district student records system. For instance, he, she, or they may be selected. Another gender pronoun may be written-in.
- **Facilities Access.** Facilities include restrooms, locker rooms, and other gendered facilities. Saint Paul Public Schools maintains a record of gender-specific facilities access for all students in the district student records system. Single-stall facilities may be requested in addition to or as an alternate to a gender-specific facility.
- **Co/Extra-curricular Activities.** Saint Paul Public Schools maintains a record of gendered co/extra-curricular activity participation for all students as a requirement for eligibility for gendered events in the Minnesota State High School League. The Minnesota State High School League offers activities for which students of all genders may participate and activities for which only students who identify as a girl/woman may participate. Students who identify their gender as "Male" may not participate in co/extra-curricular activities for girls/women