

Request for Change to Student Records - Name and Gender**Page 1 to be completed by Student or Student's Parent/Caregiver**Student's Legal¹ Name (First & Last): _____

Date of Birth: _____

School: _____

The name I would like entered as "Preferred Name" is: _____

- I understand that by completing this form, the name listed above will be reflected in the following administrative systems and records: Aspen (student information database), Ontario Education Number (OEN) database, Google Classroom, School Day, Compass, D2L, Insignia, Dreambox, S4S, MyWay. Note: OCAS and OUAC use a student's legal name.
- The "Preferred Name" may be requested on report cards and transcript/diploma and added manually, in writing, to the OSR label.

The gender identity I would like reflected in the Student Information System is (select one):

Prefer to Specify (see below) Prefer not to disclose Female Male

If you selected "Prefer to Specify" above please select one of the following gender identities:

Gender Fluid Gender Non Conforming Genderqueer
 Non-Binary Trans Two-Spirit A gender-identity not listed here

- I understand that the information entered as "Preferred Name" and "Gender Identity" is accessible to parents/caregivers.

- I understand the above-noted changes will be applied and updates will be made moving forward; however, changes cannot be made to historical records without proof of a legal name/gender change (e.g. updated birth certificate). I also understand this form will remain in the student's Ontario Student Record, which transfers to each Ontario elementary and secondary school attended by this student.***

Signature of Student (or student's parent/caregiver)

Date Signed

¹ * Note - if the student has obtained a legal name change, proof of this change can be provided to the school administrator to arrange for records to be updated appropriately. *



Page 2 to be completed by School Administrator

Date Accommodation Request received from Student or Parent/Caregiver:

Request received by (name of Administrator):

Request submitted by Student Caregiver

Date that record changes requested on page 1 are reflected in the Student Information System and OSR label (if requested):

School Administrator's Signature:

Additional Comments (eg., name on report card):

NOTE: Are there other accommodations required to ensure the integration and full participation of the student? It is possible that the student may require additional accommodations because of their gender identity or expression. See AP1235 for additional guidance or contact the Human Rights Branch if you would appreciate additional support in the accommodation process.

Notice of Collection: Personal information contained on this form is collected under the authority of the current Education Act of the Province of Ontario, and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. It will be securely stored and used for registration, administrative, communication, educational and reporting purposes. Questions about the Ontario Student Record should be directed to the school Principal. Questions about this notice of collection should be directed to the Freedom of Information, Privacy and Records Information Management Officer, Waterloo Region District School Board, Education Centre, 51 Ardelt Avenue, Kitchener, ON N2C 2R5 or privacy@wrdsb.ca

Retention:

OSR – Documentation File