

# Request for Change of Name and/or Gender Marker of Minor

## CONFIDENTIAL INFORMATION

Who is requesting the change of name and/or gender marker?

Parent/Guardian

Student

If parent/guardian is requesting this name change but it is not a legal change, fill out the form and sign. This change will be made in Synergy, Kern High's Student Information System (SIS), with legal name stored in the SIS for State Reporting and other legal reporting per state regulations (5 CCR 432), which requires school districts to maintain a mandatory permanent student record for each student which includes the legal name of the student and the student's sex.

If parent/guardian is requesting this name change and it has been changed legally, fill out the form and provide documentation. The change will be made in Kern High's SIS.

Site: \_\_\_\_\_

UID: \_\_\_\_\_

This is a Legal Name Change Request

This is **not** a Legal Name Change Request

I request that my name be changed:

Current name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

New name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

I request that my gender marker be changed from \_\_\_\_\_ to \_\_\_\_\_ or No change \_\_\_\_\_

My pronouns are \_\_\_\_\_ . May these pronouns be used when we contact home?  Yes  No

*Your pronouns will be communicated with your teachers, but we are unable to indicate in Synergy at this time.*

I understand that all official documents sent to outside organizations will include the legal name. Some examples are:

- CALPADS
- CAL Grant
- Work Permit
- Transcript
- Diploma
- FAFSA
- IEP or 504 transition plan for college
- SBAC Testing
- Any State required student reporting
- PSAT, SAT, AP
- ACT
- Any other requests that may have a matching error with State and College Data

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

The birth certificate or hospital document with legal name and gender will be maintained in the cumulative folder, as required by state regulation. 5 Cal. Code Reg. 432(b)(1)(A), (D)(District must maintain permanent record with legal name and gender). The permanent record will change if there is a legal change of name or gender. In the case of an emergency, legal name and gender will be provided to law enforcement and emergency medical personnel in addition to actual name and gender.

Upon completion of this form, the District Registrar enters the changes in the Student Information System as indicated per student.

The form does not make changes to a student's permanent record, unless there is a legal name change.

For district office use only

\_\_\_\_\_  
Date entered into Synergy

\_\_\_\_\_  
Entered by (print name)

\_\_\_\_\_  
Signature

