

NAME/GENDER CHANGE REQUEST FORM

To ensure the accuracy and privacy of your education record, the Mountain Home School District requires official documentation and written authorization to make changes or corrections to the name and/or gender listed in your student educational records.

Name of Student on Record: _____
LAST FIRST MIDDLE

Date of Birth: _____ Name of School: _____

As of _____ (date), I request that my name gender (check all that apply) be changed on my official educational records as follows: (Please print clearly)

NAME CHANGE

New/Updated Name: _____
LAST FIRST MIDDLE

You must submit one item of documentation that shows the current/old name that is in our records, and one item of documentation that shows your new/updated name.

GENDER CHANGE

Male Female Trans* _____ (fill in blank)

Please submit medical and/or legal documentation of your updated gender. (See Policy No. 519)

I fully understand, and am aware of, possible complications that may occur from this change and, therefore, do not and will not hold the Mountain Home School District liable in any way for making the requested name/gender change. I also understand that the School District will make the requested changes to my official education records, but it is my responsibility to notify the instructors of the courses in which I am currently enrolled.

Signed (Parent/Guardian/Student over 18): _____ Date: _____

For Office Use ONLY

Verified/Approved by: _____ Date: _____

Document(s) provided and verified:

