

Current School:  Grade:  Student ID:

**① Student Legal Information**

Last Name  First Name  Middle Name  Suffix  Gender  
 Female  
 Male  
 Non-binary

Date of Birth  Place of Birth (Name of Hospital/Facility)  City  State  Birth Country

**② Preferred Student Information**

Last Name  First Name  Middle Name  Suffix  Gender  
 Female  
 Male  
 Non-binary

1. My preferred pronouns are:
2. Please update student email address to match preferred name .  YES  NO
3. My parent/guardian is aware I am submitting this request.  YES  NO  
Parents/guardians have a right to check your school records. If you are not planning to change the name or pronouns you go by at home, make sure to let your counselor, school administrator or Title IX Coordinator know so that they can support and develop a Gender Support Plan.
4. My school site administrator is aware I am submitting this request.  YES  NO
5. I would like this form to be included in my cumulative file.  YES  NO

Either a student or parent/guardian signature is required for this form:

Signature  Printed Name  Date

**To BUSD employees reviewing this document:** Student records may only be reviewed if necessary for the performance of job responsibilities. Confidential student information shall not be shared with any other persons unless authorized by the parent/guardian or student over 18. BUSD Board policy 5159 further prescribes District staff should not disclose information that may reveal a student's transgender status or gender nonconforming presentation to others, including parents and other school personnel, unless legally required to do so or unless the student has authorized such disclosure. Violation of federal and state confidentiality laws and Board policy may be cause for discipline.

- The school site shall use the name/gender provided by the student/family pursuant to Board Policy and Regulation 5157 and 5159.
- The birth certificate/hospital record shall be maintained in the student cumulative file.
- This form is not required for legal name and/or gender change. Student/family must submit government issued documents directly to Student Services for legal name and/or gender change.

**Official Use Only**

Received by:  Date:  Entered by:  Date: