



### Name/Gender Change Request Form

Date: \_\_\_\_\_ Age of student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 School: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
 Current student name as reflected in Infinite Campus: \_\_\_\_\_

I am requesting the following change(s) (check all that apply):

- Name in Infinite Campus records
- Gender identification in Infinite Campus records
- Email address
- Photo ID (Middle and High school)
- Bus card (Elementary)
- Yearbook/School directory

Name:

*If requesting name change, change name to:*

\_\_\_\_\_

First Middle Last

Gender: *We recognize and affirm that our students might have non-binary gender identities. Currently our options in IC allow for only binary identification (male or female).*

**Current** gender designation in Infinite Campus: female male  
*If requesting gender designation change, change to:* female male

E-mail:

**Current** email address for MCPASD \_\_\_\_\_@students.mcpasd.k12.wi.us

Would you like your MCPASD email address to reflect your affirmed name? Yes No

Photo ID/ Bus Card/Yearbook:

Do you need a new photo ID? Yes No  
 Do you need a new bus card (elem only)? Yes No  
 If possible, would you like this information and/or photo updated in the yearbook? Yes No

- By completing this form, I am requesting that Middleton Cross Plains Area School District change the name and/or gender designation of the student listed above to the preferred name and/or gender designation.
- I understand that this form does not constitute a legal name and/or gender change; rather it only changes the preferred name and/or gender designation of the student as reflected in the MPASD student information system.
- I understand that the student's legal name/gender designation will be retained in the history of the student records system.

\_\_\_\_\_  
 Student Signature: (requested at all times/required if 18 years or older):

\_\_\_\_\_  
 Name and Signature of parent/guardian (required unless approved by administrator):

\_\_\_\_\_  
 Name/signature of LGBTQ Resource:

## **Guidance for filling out Name/Gender Change Request Form:**

### **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 preferred name and/or gender with which a student identifies.

### **Who may complete the Name/Gender Change Request Form?**

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

### **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 or a student services team member to request accommodation. 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.

### **Who is the LGBTQ+ Resource?**

This is the building school social worker or other student services staff member.

### **Where does this form get submitted?**

This form should be submitted to the district's registrar.

### **How are the changes made?**

Infinite Campus: The district registrar will make the changes in the online student information system. The student's preferred name and/or gender will be placed in the "name" and/or "gender" fields of the student's identity information. These changes will be reflected in the student information system from the point of request and moving forward; past records will not be updated. The student's "legal name" and "legal gender" will be retained in the system.

Email: If an updated email address is requested, the school registrar will contact technology services to make the change.

Photo ID: The school secretary can assist in changing the photo on IC and also issuing a new student ID with the updated information.

Bus Card: Transportation can assist in obtaining an updated bus card.

Yearbook: When time permits, the yearbook advisor can assist in updating the photo and or name for the yearbook.

### **How will this information be communicated?**

The LGBTQ+ Resource staff person may assist in ensuring that the appropriate staff receive the information that pertains to their role in the school building and requests regarding privacy by utilizing the [Gender Support and Communication Plan](#).

### **Other Resources:**

[411.2 Transgender and Students Non-Conforming to Gender Role Stereotypes](#)