



## Student Name and Gender Change Request Form

The New York City Department of Education (DOE) must collect information about your student’s gender by law. We must also maintain your student’s legal name in the Automate the Schools (ATS) system to accurately identify their records. The name we record in ATS appears on your student’s permanent DOE records and connects to other student information systems.

Parents must use this form to request a change in ATS to any of the following:

- The student’s gender marker, and/or
- The student’s chosen name, when there is no documentation of legal name change (for example, if you do not have a court order, amended birth certificate, or government ID reflecting the name change)

Current and former students who are emancipated minors or 18 years of age or older must also use this form to change their gender marker and/or chosen name.

### Updating Your Student’s Gender Marker

Gender does not appear on student- and school-facing permanent records. To update your student’s gender in the limited places where gender is recorded, select the option that best describes your student’s gender. The option you select does not have to match your student’s birth certificate or other documentation. Select only one option:

- F – Female:** My student identifies as female
- M – Male:** My student identifies as male
- X – Neither Female nor Male:** My student does not identify as female or male (for example, identifies as non-binary, gender expansive, or gender fluid)

### Updating Your Student’s Chosen Name

If your student uses a chosen name (a different first and/or last name than what appears on legal documentation), you can choose to have this name displayed on report cards, transcripts, attendance rosters, and other important documents.

- I would like to update my student’s chosen first name to: \_\_\_\_\_
- I would like to update my student’s chosen last name to: \_\_\_\_\_

By signing below, you understand that:

- Updating a chosen name and/or gender in our student information systems is not a legal change.
- A student’s permanent records may be used in connection with obtaining services and benefits outside the DOE, such as those from the New York City Human Resources Administration (HRA) and the Free Application for Federal Student Aid (FAFSA). A student’s legal name may be required for these benefits and services. School records with a different name than the student’s legal name may create delays or issues. You can obtain a letter from your school to help explain how your student’s name appears on their records.
- All previous records generated from our student information systems prior to the date of this change will reflect the student’s previous name and/or gender.
- The student’s legal name and/or previously designated gender will be archived in the DOE systems to enable records to be cross-referenced, while maintaining confidentiality.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

**School use only:** Date entered into ATS: \_\_\_\_\_