

Oregon School District Student Record Change Request Form
Board Policy 324

Student's Legal Name: _____
Last, Middle, First

Student's Date of Birth: _____

Requesting the following change(s):

- Name Change in Infinite Campus
- Gender Change in Infinite Campus
- Other: _____

Official Name Changed To: _____
Last, Middle, First

Official Gender Changed To: Female: _____ Male: _____ (Only options provided by DPI)

There is a court order making this change (if yes, please attach). Yes: _____ No: _____

The undersigned agrees that they have read [324: Student Record Changes](#), they have discussed the changes above with a Student Services staff member and they understand the impact of changing their name or gender on official student records. Changing a name means that the new official name and/or gender will be used on all official school documents, including the student's google account, email, student ID, transportation pass, yearbook, transcript and diploma.

Please note that school must retain the student's legal name/gender in Infinite Campus for their records. A Parent/Guardian signature is required unless the Student is age 18 or older.

Parent / Guardian Name: _____
Last, Middle, First

Parent/Guardian Signature: _____

Student Signature: _____

Change Approved

Date: _____ Administrator's Signature: _____

Date: _____ District Registrar's Signature: _____

Date Changed in Infinite Campus: _____