BEACON CITY SCHOOL DISTRICT
ADMINISTRATIVE OFFICES
10 Education Drive
Beacon, New York 12508
845-838-6900
www.beaconk12.org

Ms. Ann Marie Quartironi
Deputy Superintendent

Dr. Heather Chadwell Dennis
Assistant Superintendent of
Personnel and Policy

Ms. Sagrario Rudecindo-
O'Neill
Assistant Superintendent of
Curriculum and Student Services

Dr. Matthew Landahl
Superintendent of Schools

Student Name and Gender Change Request Form

Directions: This form must be submitted by a parent/guardian, or a student 18 years of age or older, to change a student's first name and/or gender in the student's permanent educational records when there is no documentation of a legal name change and/or government ID indicating the updated gender.

Submit your completed request form to the **building principal** AND one of the following:
Your Student's School Nurse or Nurse Manager @ aakjar.h@beaconk12.org
Your Student's School Counselor
Your Student's School Social Worker

The IT Department will archive your student's legal name in a private screen on PowerSchool that only authorized users have access to (Health Office, IT Administration, as well as any other staff who would need this access for legal purposes). Once their name is updated in PowerSchool, their chosen name will appear on the student's permanent education records going forward.
The name used in the network directory and email will be updated to reflect the chosen name.

Parents/guardians as well as current and former students who are 18 years of age or older must use this form to request a change in PowerSchool for any of the following Requests:
●   The student's gender marker
●   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)

Updating Your Student's Gender Marker

To update your student's gender where gender is recorded, select the option that best describes your student's affirmed 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 or Male: My student does not identify as female or male (for example, identifies as nonbinary, gender expansive or gender fluid)

Updating Your Student's Affirmed Name

If your student uses an affirmed name (a different first 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 affirmed first name to: _____

By signing below, you consent to understanding the following

- Updating an affirmed name and/or gender in PowerSchool is not a legal name change.
- A student's legal name may be required for certain 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 PowerSchool prior to the date of the change may reflect the student's previous name and/or gender.
- The student's legal name and/or previously designated gender will be archived to enable records to be cross-referenced, while maintaining confidentiality as mentioned above.
- There are no legal documentations that would prohibit such a name change to occur for my student (or myself if 18 or older) (ie. custody/divorce agreement, or any other legal document which prohibits such name changes)

Parent/Guardian or Adult Student/Former Student Name: _____

Parent/Guardian or Adult Student/Former Student Signature: _____

Date:_____

Student Name (if under the age of 18): _____

Student Signature (if under the age of 18):_____

Date: _____

School use only below this area:

Date entered into PowerSchool: _____

Date of name change in Network Directory and email: _____

Copy of Student Affirmed name and gender provided (as applicable) to:

- Health Office (every request to be given to Health Office)
- IT Administration (every request to be given to IT Administration)
- Building Administration (Only if Applicable)
- Guidance (Only if Applicable)
- Records Data (Only if Applicable, for transcript requests etc.)