



**MOUNTAIN HOME SCHOOL DISTRICT**  
**NAME/GENDER CHANGE REQUEST FORM**

To ensure the accuracy and privacy of your education record, the Mountain Home School District requires official documentation and written authorization to make changes or corrections to the name and/or gender listed in your student educational records.

Name of Student on Record:		
_____ LAST	_____ FIRST	_____ MIDDLE
Date of Birth: _____ Name of School: _____		
As of _____ (date), I request that my <input type="checkbox"/> name <input type="checkbox"/> gender (check all that apply) be changed on my official educational records as follows: (Please print clearly)		
<b><u>NAME CHANGE</u></b>		
New/Updated Name:		
_____ LAST	_____ FIRST	_____ MIDDLE
You must submit one item of documentation that shows the current/old name that is in our records, and one item of documentation that shows your new/updated name.		
<b><u>GENDER CHANGE</u></b>		
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Trans* <input type="checkbox"/> _____ (fill in blank)		
Please submit medical and/or legal documentation of your updated gender. (See Policy No. 519)		

I fully understand, and am aware of, possible complications that may occur from this change and, therefore, do not and will not hold the Mountain Home School District liable in any way for making the requested name/gender change. I also understand that the School District will make the requested changes to my official education records, but it is my responsibility to notify the instructors of the courses in which I am currently enrolled.

Signed (Parent/Guardian/Student over 18): \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use ONLY**

Verified/Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Document(s) provided and verified:  
\_\_\_\_\_  
\_\_\_\_\_