|  |  |
| --- | --- |
| School: | Date: |
|  | |
| Current Student Information: | |
| Student Legal - First Name       Middle Name:       Last Name: | |
| Student Preferred Name (if applicable): | |
| Student Login Username: | |
| PowerSchool Student Number: | |
|  | |
| Requested Name Change(s): | |
| Student Legal - First Name       Middle Name:       Last Name:  Legal documentation provided  Yes  No | |
| Student Preferred: First Name:       Last Name: | |
|  | |
| Check any or all additional services to reflect the requested name change:  PowerSchool/PASI/Student Academic Records including class lists  Student email and user name (maximum 24 characters)  Library System and School ID card  Transportation Notification for Preferred Name | |
|  | |
| Reason for Name Change: | |

|  |  |
| --- | --- |
| Parent/Legal Guardian or Adult/Independent Student:  I understand when the changes go into effect, the student email account will reflect the new naming convention in all associated RVS accounts.  I understand the student’s legal name (not preferred name) will be reflected on official transcripts and diploma certificates. | |
| Parent/Legal Guardian or Adult/Independent Student Signature: | Date: |
| School Administrator Signature: | Date: |

Please submit completed form to: [itservices@rockyview.ab.ca](mailto:servicerequest@rockyview.ab.ca)

*Reference:*

* AP140 Responsible Use of Technology
* AP207 Learning Environments that Respect Diverse Sexual Orientations, Gender Identities and Gender Expressions
* AF140-A Responsible Use of Technology Agreement - Student
* [RVS Terms of Service](https://www.rockyview.ab.ca/terms_of_service)
* [RVS Privacy Policy](https://www.rockyview.ab.ca/privacy_policy)