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| --- | --- |
| 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:       |

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| 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

*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)