

NAME CHANGE PLANNING TOOL

Instructions: The school counsellor should complete this form with the student. Once a school administrator has signed at the bottom, it should be emailed to the District VP of Digital Learning for processing.

Note: There is a separate process if this is a LEGAL name change.

Date:

Legal Last Name:

Preferred (Usual) First Name:

Legal First Name:

Date of Birth:

School:

Grade:

Preferred Pronouns: he/him/his she/her/hers they/them/theirs other:

Gender Identity: male (M) female (F) non-binary (X) other:

Guardians/Caregivers are aware of transition: yes no Are supportive of transition: yes no

Notes:

Discuss implications for name changes in these different areas (eg. report cards go home to parents).

Select whether or not to change Preferred (Usual) First Name and pronouns in each of these places:

	Yes, change it	No, leave as is	N/A	For District Use Only
MyEd Timetables				
MyEd Report Cards (Secondary, Abby Middle)				
Check My Progress Report Cards (Elementary, Middle)				
IEP/LSS Reports (Clevr – from MyEd)				
AIP/ELL Reports (Clevr – from MyEd)				
EdPlan Insight				
Active Directory (PC Computer login name)				
Learn34 Google Account				
My Blueprint / Canvas				
SeeSaw				
Other: <i>Teacher apps eg. FlipGrid</i>				

Other considerations:

For example: Who will advise teachers (incl. non-enrolling) to print updated class lists for TTOC books, checklists, IEPs, report card comments, etc? Names of teachers who need this information. Additional notes:

Counsellor signature: _____

School Administrator signature: _____

After emailing to District VP of Digital Learning, place form in the G4 Red Folder.