

Change of Name/Change of Birthdate on the Student Data System (SDS) (School Administration Use)

Learning ID (required)											

Please complete and return this form to **Student and Educator Services**
to change a legal name or to correct a birthdate error.

Please Print

Current Name on SDS:		
Last Name	Given Name	Middle Name(s)

CHANGE to: Current Legal Name		
Last Name	Given Name	Middle Name(s)

Birthdate Correction:											
Birthdate on SDS						Corrected Birthdate					
Day	Month	Year				Day	Month	Year			

To correct birthdate errors or the spelling of a name in the Student Data System, a copy of a birth certificate is required. To change a name (including change due to adoption, marriage, or divorce), a copy of a change of name certificate, marriage certificate, or other evidence of legal name change is required.

Principals are not required to submit documentation. The principal's signature indicates that the document presented is official.

Declaration

I confirm that the foregoing information is true, complete, and accurate as of this date.

Please check document used for verification:

- Birth Certificate
 - Change of Name Certificate
 - Marriage Certificate
 - Order of Adoption:
- New Learning ID required yes no

Day	Mon	Year				

Principal _____

Signature _____
(electronic signature acceptable)

School: _____

NOTICE: Pursuant to Section 26(2) of *The Freedom of Information and Protection of Privacy Act*, this information is collected for the purpose of maintaining accurate records of all Saskatchewan secondary students to support issuance of the official transcript. Personal information will be used only for the purpose for which it is collected and will not be disclosed except in accordance with *The Education Act, 1995*.

Submit form to Registrar's Office, Ministry of Education: Email to student.records@gov.sk.ca or fax 306-787-0035.

I understand that checking this box constitutes a legal signature confirming that the information provided is correct. I further acknowledge that in accordance with *The Electronic Information and Documents Act, 2000*, my electronic signature has the same effect as a signature.