

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

Name Change:		
Name on SDS		
Last Name	Given Name	Middle Name(s)
CHANGE to:		
Current Full 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:											
<input type="checkbox"/> birth certificate <input type="checkbox"/> change of name certificate <input type="checkbox"/> marriage certificate <input type="checkbox"/> adoption: NEW Learning ID required											
Name: _____											
Signature: _____											
School: _____											
Date:											
	Day	Month	Year								

SEND THIS FORM TO:
Student and Educator Services Ministry of Education 128-1621 Albert Street REGINA SK S4P 2S5 Phone: 306-787-6012 Fax: 306-787-0035 Email: student.records@gov.sk.ca

NOTICE: Pursuant to Section 26(2) of <i>The Freedom of Information and Protection of Privacy Act</i> , 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 <i>The Education Act, 1995</i> .
