

Change of Name/Change of Birthdate on the Student Data System

(School Administration Use)

Learning ID (required)											

Please Print

Current Name on the Student Data System (SDS):		
Last Name	First Name	Middle Name(s)

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

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

To correct or update a birthdate or legal name in the SDS, government-issued identification must be used for verification. Examples of acceptable documents include birth certificates, certificates of Indian status, permanent resident cards, passports, change of name certificates, marriage certificates or orders of adoption. Please contact the Registrar’s Office for questions about other forms of ID.

Schools are not required to submit documentation (unless specifically requested). The principal’s (or designee’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"/> Certificate of Indian Status |
| <input type="checkbox"/> Change of Name Certificate | <input type="checkbox"/> Passport |
| <input type="checkbox"/> Marriage Certificate | <input type="checkbox"/> Permanent Resident Card |
| <input type="checkbox"/> Order of Adoption: | <input type="checkbox"/> Other (Please Specify): _____ |
| New Learning ID required <input type="checkbox"/> yes <input type="checkbox"/> no | <small>*Other forms of ID may not be accepted.</small> |

Day		Mon		Year	

Principal/Designate Name (please print)

Signature (electronic signature acceptable)
(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)

School Name

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 via HEAT or email student.records@gov.sk.ca

Registrar’s Handbook for School Administrators
 Valid from August 1, 2023 to July 31, 2024