



Gender Identification Form

This form is to be used if a student’s gender identity does not match the gender marker on their legal documentation (e.g. birth certificate, passport, etc.). This form may be used at registration or at any time a change is requested. The completed form is to be kept in the OSR, in a sealed envelope at the request of the student and/or family. The envelope, marked ‘personal and confidential’, should have the principal’s signature along the back flap of the envelope which should read, “Opened only with consent of [Student name].” The student’s lived gender will be used on all school records.

Students under 16 without the consent of parents/guardians/caregivers should not complete this form. Instead, an accommodation plan will be developed with the school administration and with the support of Inclusive School & Community Services (ISCS), if needed, to ensure that their identity is respected.

Please Print Clearly:

Legal Surname: _____ Given First Name(s): _____

Preferred Name for School _____

This name can be used when communicating with home: Yes No See accommodations

Pronouns to use in school: _____

Pronouns to use in school: _____

Pronouns to use in communication with home: _____

Additional student accommodations notes regarding name/pronoun:

Note: Legal name will be printed on the top of the Report Card but the preferred name may be used throughout the Report Card.

Gender on Source Documentation (check): Male Female X

Gender Identity Update (check): Male Female Choose not to disclose

Self Identify (student’s identity terminology): _____

Consent - Must be completed by all persons with legal custody if student is under 16:

Name:	Name:
Signature:	Signature:
Date (yy/mm/dd):	Date (yy/mm/dd):

Consent by student

_____ Date: _____
Signature (yy/mm/dd)

For office use only:

Date Completed: _____

Office use checklist:

Please ensure that student records are entered or updated (check and initial):

- Trillium - enter or change gender
- Trillium - enter or change preferred name
- OEN online site - enter or change preferred name N/A
- OSR label - print and replace on OSR

Authorization for the collection of this information is in accordance with the Education Act, the Municipal Freedom of Information and Protection of Privacy Act, and the Ontario Human Rights Code, as amended and applicable. The personal information is being collected and used for administrative and instructional purposes. Contact the school principal for more information.

Original in OSR

Retention: 5 Years Post Retirement