

Student Gender Identification Form

Dear Parent or Guardian,

When you enroll your student in a New York City Department of Education (DOE) school, we are required by law to collect information about your student's gender. Please complete this form to select the option that best describes your student's gender. We understand that the options we provide may not fully represent your student's gender identity. We will enter the option you select into our student information systems. If your student uses a different first and/or last name than the name that appears on legal documentation, you can also provide a chosen name using this form. The school community will address your student using the name and pronouns your student asserts at school.

DOE schools do not include gender on student- and school-facing permanent records. You may update your student's gender in the limited places where gender is recorded by submitting a signed [Name and Gender Change Request Form](#) to your school at any time. You can also use this form to request changes to your student's chosen name if you provide one. Students who are emancipated minors or 18 years of age or older should sign and submit this form to request these changes.

If your student changes their legal name through a court order, amended birth certificate, or government ID, submit that documentation to their school to update their legal name on their permanent records.

DOE schools maintain a safe and supportive learning environment for students of all gender identities. For additional resources for supporting transgender and gender expansive students, see schools.nyc.gov/lgbt.

Student's legal first name: _____

Student's legal last name: _____

Student date of birth (month/day/year): _____

Gender Identification

Select the option that best describes your student's gender. The option you select does not have to match your student's birth certificate or other documentation. Select only one option:

- F – Female:** My student identifies as female
- M – Male:** My student identifies as male
- X – Neither Female nor Male:** My student does not identify as female or male (for example, identifies as non-binary, gender expansive, or gender fluid)

Please continue to the other side of this form.

Optional: Chosen Name Identification

If your student uses a chosen name (a different first and/or last name than what appears on legal documentation), you can choose to have this name displayed on report cards, transcripts, attendance rosters, and other important documents. If you would like us to enter a chosen name in our student information systems for your student, please provide their chosen name(s) below. We will keep your student's legal first and last name in our system for reference.

- My student's chosen first name is: _____
- My student's chosen last name is: _____

By signing below, you understand that:

- Updating a chosen name and/or gender in our student information systems is not a legal change.
- A student's permanent records may be used in connection with obtaining services and benefits outside the DOE, such as those from the New York City Human Resources Administration (HRA) and the Free Application for Federal Student Aid (FAFSA). A student's legal name may be required for these benefits and services. School records with a different name than the student's legal name may create delays or issues. You can obtain a letter from your school to help explain how your student's name appears on their records.
- If you decide to change your student's chosen name and/or gender in the future, the student's legal name and/or previously designated gender will be archived in DOE systems to enable records to be cross-referenced while maintaining confidentiality.

Parent or Guardian Signature

Parent or Guardian Name: _____

Parent or Guardian Signature: _____

Date: _____

School or Family Welcome Center Use Only

Date entered into ATS: _____