



STUDENT INFORMATION
SERVICES

Request to Change First and Middle Name/Gender

The Omaha Public School District (OPS) prohibits discrimination on the basis of gender identity. OPS sets out guidelines for schools and district staff to address the needs of transgender and gender expansive students and clarifies how to protect the legal rights or safety of such students. The goal is to ensure the safety, comfort, and healthy development of the transgender or gender expansive student while maximizing the student’s social integration and minimizing stigmatization and harassment of the student.

The following information is needed to assist in the recording of information in a manner that protects the student.

Has a legal Name Change been made at this point? Y N

If so, please provide a copy of the legal document showing the name change.

Previous Name

Last Name _____ First Name _____
Middle Name _____ Gender Assigned at Birth: M F
Date of Birth _____ Student Number _____

Preferred Name

First Name _____
Middle Name _____ Preferred Gender: M F

Parent/Guardian Name (printed) _____

Parent/Guardian Signature _____ **Date** _____

The Omaha Public Schools will change a transgender/gender expansive student’s official record to reflect a change in first and middle name and/or gender upon receipt of this form. In situations where school staff or administrators are required by law to use or to report a transgender or gender expansive student’s legal name or gender, such as for purposes of standardized testing or participation in NSAA sanctioned athletics, school staff and administrators shall report the legal name or gender at birth. The district has adopted practices to avoid the inadvertent disclosure of such confidential information.

If a legal name change has not occurred by the time a student graduates, the diploma will be issued in the student’s original name. That may be changed in the future if the student brings a legal name change document to Student Information Services.

Within the school, parents should work with the staff with whom they feel most comfortable regarding the sharing of this information. It may be an administrator, counselor, secretary, teacher or other school personnel. If the family wishes to keep this information as confidential as possible, they may be directed to the Administrative Team in Student Information Services (SIS). SIS will complete all of the necessary paperwork and records changes.

Alternatively, the family may choose to work through school personnel to provide the needed information. All documentation should be sent to the Administrative Team in SIS. SIS will then process changes according to the Guidelines for Record Keeping related to Transgender/Gender Expansive Students.

Every student. Every day.
You may return this form to staff at your child’s school or directly to Student Information Services, 3215 Cuming St. Omaha, NE 68131-2024 or email: sis_ga_requests@ops.org. Call 531-299-0233 with questions.

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