The information collected on this form will be used to correct student legal name(s), date of birth or gender in the electronic student record system. This document can be requested by school/parents/guardians/students to satisfy the *Correction of Records* as per Section 81(1) of the *Education Act*. This information may not be used for any other purposes than as stated above.

## Instructions

In order to submit the request, the school/parent/guardian/student has to provide proof for a change in legal name or date of birth in the form of a Birth Certificate or other official documentation. The documentation has to be verified by a school authority.

**Fax the filled form to the Student Records Registrar (867-473-2695).**

## Part A: Student Information Corrections

|  |  |
| --- | --- |
| Information Currently in File | CORRECTED INFORMATION – Fill if applicable |
| **GN Student ID:** |  |
| Legal Surname: | Corrected Legal Surname: |
| Legal First name: | Corrected Legal First Name: |
| Legal Middle Name(s): | Corrected Legal Middle Name(s): |
| Date of Birth:  Year:      Month:  Day: | Corrected Date of Birth:  Year:      Month: Day: |
| Gender:  Female  Male | Corrected Gender:  Female  Male |
| VERIFICATION DOCUMENT | |
| **Corrections identified above were verified by using:** | |
| Canadian Birth Certificate  Canadian Citizenship Certificate  Canadian Adoption Certificate  Canadian Marriage Certificate  Passport | Visa  Permanent Landed Immigrant/Residence document  Health Care Card  Other, specify : |

## Part B: School Information

|  |  |  |
| --- | --- | --- |
| Current School | | |
| Name of school: | Community: | Principal: |
| Phone: | Fax: |  |

## Part C: Signature Block

*I have accurately and completely provided information on this application form.*

|  |  |
| --- | --- |
| Signature of student (if student is 18 years or older): | Date: Click here to enter a date. |
| Signature of parent (if student is under 18 years): | Date: Click here to enter a date. |
| Signature of the school authority who has verified the document: | Date: Click here to enter a date. |