



Request for the Correction of Student Information

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 must 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 must be verified by a school administrator.

Email the completed form to StudentRegistrar@gov.nu.ca

PART A STUDENT INFORMATION CORRECTIONS

INFORMATION CURRENTLY IN FILE	CORRECTED INFORMATION
GN Student ID	
Legal Surname	Corrected Legal Surname
Legal First Name	Corrected Legal First Name
Legal Middle Name	Corrected Legal Middle Name
Date of Birth (year/month/day)	Corrected Date of Birth (year/month/day)
Gender	Corrected Gender

VERIFICATION DOCUMENT

Corrections identified above were verified by using:

- | | |
|---|--|
| <input type="checkbox"/> Canadian birth certificate | <input type="checkbox"/> Visa |
| <input type="checkbox"/> Canadian citizenship certificate | <input type="checkbox"/> Permanent resident document |
| <input type="checkbox"/> Canadian adoption certificate | <input type="checkbox"/> Healthcare card |
| <input type="checkbox"/> Canadian marriage certificate | <input type="checkbox"/> Other, specify: _____ |
| <input type="checkbox"/> Passport | |



Request for the Correction of Student Information

PART B: SCHOOL INFORMATION

CURRENT SCHOOL

Name of school	
Community	Principal
Telephone	Fax

PART C: SIGNATURE BLOCK

I have accurately and completely provided information on this application form:

CURRENT SCHOOL

Signature of student (if student is 18 years or older)	Date
Signature of parent (if student is under 18 years)	Date
Signature of the school authority who has verified the document	Date