## Inclusivity Protocols: Gender Identity

## Appendix 2 – Change to Student or Staff Records Request Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Details to be removed**  |  |  |  |  |
| **Previous First Name**  |  |  |  |  |
| **Previous Surname**  |  |  |  |  |
|  |  |  |  |  |
| **Details to be added** |
| **Title**  | Miss, Miss, Mrs, Mr, Mx |  |  |  |
| **First Name (if different to above)**  |  |  |  |  |
| **Surname (if different to above)**  |  |  |  |  |
| **Gender**  |  |  |  |  |
| **Pronouns**  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Records to be changed** | **Please ticket** | **Date Completed (*Office use only)***  |
| **Name Badge**  |  |  |
| **Online Records**  |  |  |
| **All Staff/Student Records (excluding degree awards)**  |  |  |
| **Website References**  |  |  |
| **Other documents/records** (if applicable) |  |  |
|  |  |
|  |  |

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| For legal reasons, some documents including Degree Certificates, cannot be altered without official documentation. This includes: Deed Poll Certificates, Statutory Name Change Declarations, and Birth Certificates. Degrees for any student of the Conservatoire for Dance and Drama are awarded by the relevant validating university. It is at the discretion of the validating university as to whether the name on a Degree Certificate may be changed. Individuals who wish to enquire about such a change should contact the validating university directly. Contact details can be obtained from the relevant Member School of the Conservatoire with whom the degree was completed.  |

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| **By signing below, you are giving explicit consent to change the aforementioned records in the manner stated.**  |
|  |
| Name of individual whose details are being changed (print) |  |
| Signature  |  |
| Date  |  |