



# Change of Address/Name/Change of Birthdate

on the Student Data System (SDS)

**(For Public Use)**

Order Number		

Please complete and return this form to **Student and Educator Services** to change an address, name or to correct a birthdate error.

**Please Print**

Current STUDENT INFORMATION			
Last Name	First Name	Middle Name(s)	
<b>Birthdate</b>		<b>Gender</b>	
<b>OLD Address</b>	Day	Month	Year
Street/P.O. Box	Town/City		Province
		Male	Female
		Postal Code	

NEW ADDRESS			
Street/P.O. Box	Town/City	Province	Postal Code
<b>Home Telephone Number</b>		<b>Effective Date of Address Change</b>	
		Day	Month
		Year	

NAME CHANGE		
NAME on SDS		
Last Name	Given Name	Middle Name(s)
CHANGE to		
Current Full Legal Name		
Last Name	Given Name	Middle Name(s)

Birthdate Correction						
Birthdate on SDS (if known)				Corrected Birthdate		
Day	Month	Year		Day	Month	Year

To **change a name** (including change due to adoption, marriage or divorce), a copy of a change of name certificate, marriage certificate, or other evidence of a legal name change is required.

To **correct birth date** or the spelling of a name in the Student Data System, a copy of a birth certificate is required.

To **change address**, copies of two pieces of identification with the new address is required, one must be government issued photo identification.

## Declaration

I declare that I am the person as identified above and that the information given by me with respect to the foregoing is true in all respects.

Signature: \_\_\_\_\_

Date:

Day	Month	Year

### SEND THIS FORM TO:

Student and Educator Services  
Ministry of Education  
128-1621 Albert Street  
REGINA SK S4P 2S5  
Phone: 306-787-8319  
Fax: 306-787-0035  
Email: [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca)

Note: Mail, Fax or email a scanned copy of documents OR a picture of the documents.

NOTICE: Pursuant to Section 26(2) of *The Freedom of Information and Protection of Privacy Act*, this information is collected for the purpose of maintaining accurate records of all Saskatchewan secondary students to support issuance of the official transcript. Personal information will be used only for the purpose for which it is collected and will not be disclosed except in accordance with *The Act*.