**Houston ISD – Federal & State Compliance**

Student Demographic Change Form

Use this form only when the student’s demographic information on PowerSchool does not match the TSDS or you have made a change on PowerSchool and need to update TSDS.

|  |  |  |
| --- | --- | --- |
| **Student Information on PowerSchool** | | |
| **Student Name:** |  | |
| **Student ID:** |  | |
| **Clerk/From:** |  | |
| **School Name:** |  | **School #:** |
| **Phone:** |  | **Date:** |

Fill in the student information below, enter only the corrections/changes needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Enter incorrect information in this column** |  | **Enter correct information in this column** | **Office Use Only** |
| **First Name:** |  | Change to  X  Add |  |  |
| **Middle Name:** |  | Change to  Add |  |  |
| **Last Name:** |  | Change to  Add |  |  |
| **Generation:** |  | Change to  Add |  |  |
| **Birth Date:** |  | Change to  Add |  |  |
| **Gender:** |  | Change to  Add |  |  |
| **Federal Ethnicity:** |  | Change to  Add |  |  |
| **Federal Race:** |  | Change to  Add |  |  |
| **Social Security:** |  | Change to  Add |  |  |
| **State Alt-ID:** |  | Change to  Add |  |  |

|  |  |
| --- | --- |
| **School made the change/s on PowerSchool:** | **Yes**  **No** |

|  |  |
| --- | --- |
| Comments: |  |
|  | |

\*Make necessary changes on PowerSchool, fill out this form, and send copies of supporting documentation *(example: Birth Certificate, Social Security Card…)* All documents should be legible, scanned, emailed, and password protected.

**Send documentation to your Senior Compliance Analyst or Sr. SIR**

**Direct Department Line:** 713-556-6753 **FAX:** 713-556-6783