

## 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 <u>incorrect</u> information in this column |  | Enter <u>correct</u> information in this column | Office Use Only |
|--------------------|---|--|---|-----------------|
| First Name:        |   | <input type="checkbox"/> Change to<br><input type="checkbox"/> Add |   |                 |
| Middle Name:       |   | <input type="checkbox"/> Change to<br><input type="checkbox"/> Add |   |                 |
| Last Name:         |   | <input type="checkbox"/> Change to<br><input type="checkbox"/> Add |   |                 |
| Generation:        |   | <input type="checkbox"/> Change to<br><input type="checkbox"/> Add |   |                 |
| Birth Date:        |   | <input type="checkbox"/> Change to<br><input type="checkbox"/> Add |   |                 |
| Gender:            |   | <input type="checkbox"/> Change to<br><input type="checkbox"/> Add |   |                 |
| Federal Ethnicity: |   | <input type="checkbox"/> Change to<br><input type="checkbox"/> Add |   |                 |
| Federal Race:      |   | <input type="checkbox"/> Change to<br><input type="checkbox"/> Add |   |                 |
| Social Security:   |   | <input type="checkbox"/> Change to<br><input type="checkbox"/> Add |   |                 |
| State Alt-ID:      |   | <input type="checkbox"/> Change to<br><input type="checkbox"/> Add |   |                 |

|  |   |
|--|---|
| School made the change/s on PowerSchool: | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|--|---|

Comments: \_\_\_\_\_

\_\_\_\_\_

\*Campuses are responsible for making changes on PowerSchool, fill out this form, and send copies of supporting documentation (*example: Birth Certificate, Social Security Card...*) for TSDS to be updated. All documents should be legible, scanned, emailed, and password protected.

**Send documentation to the State Reporting SIRs**

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

**FAX:** 713-556-6783