

## Requesting a Name change



### Would you like to request a name change on HWDSB learning platforms?

Hamilton-Wentworth District School Board (HWDSB) is committed to creating learning environments where all students feel safe, supported and accepted in school.

To feel supported, some students may wish to use a name that does not misgender them, as their birth name could.

Making this name change is one way we remove barriers and ensure that school and classroom practices reflect and respond to the diversity of students and staff.

How to request a name change for HWDSB platforms (Outlook, Teams, The HUB, etc.):

- Students can speak with any caring adult on staff or the board staff contact below to indicate they would like a name change on their Microsoft account.
- The staff member will respect the privacy of the student.
- The staff member will inform the school Principal or Vice-Principal of the request.
- The school Principal/Vice-Principal will ensure that the name requested matches the preferred name in HWDSB's student information system.
- This may change the login used for Microsoft accounts, if a student's first initial changes.

Thank you for helping us ensure that all students feel safe and accepted while learning at school and online.

### For support or questions, please contact:

Darryl Byers, RSW (he/him pronouns)  
Two Spirit and LGBTQIA+ System Social Worker  
dbyers@hwdsb.on.ca or 289-237-8336