

GRCC Preferred First Name Change Request

As part of the **Transgender Equal Opportunity Policy**, this form allows a student and/or employee to designate a preferred first name for use in some GRCC systems, documents and communications. The last name (surname) will remain unchanged.

Please complete the form below and return in person. A valid GRCC ID or State ID must be presented for documentation.

For students, return the form to the Student Records Office on the GRCC Main Campus, 156 Main Building.

For employees, return the form to Human Resources on the GRCC DeVos Campus, 225 Administration Building.

GRCC reserves the right to deny or remove a preferred name if it contains inappropriate or offensive language, or is used for the purposes of misrepresentation or fraud.

Print all information clearly in the spaces provided. Incomplete forms may delay processing.

PERSONAL INFORMATION

GRCC ID Number: W _____

Phone: (_____) _____

Last Name (Legal): _____

First Name (Legal): _____

A valid preferred first name is limited to alphabetical characters, a hyphen (-), and a space.

Preferred First Name: _____

By providing your signature below, you understand that GRCC will continue to display your legal name in some GRCC systems, including GRCC official records.

Signature: _____ Date: _____

