

BISD PEIMS DEMOGRAPHIC CHANGE REQUEST

- Attach copies of ALL required documents for ALL change requests after changes are applied in TEAMS!
 - Birth Certificate or Verification of Legal Name
 - Social Security Card
 - Other Legal Documents
- Please **MAIL** or **FAX** completed form and required documents to Student Services Dept – Fax 5194

I, _____, request that the following demographic information be changed.
(Data Entry Clerk/Secretary)

Full Name of Student: _____ Local ID: _____

Campus #: _____ Date of Request: _____

PEIMS Clerk/Registrar/Administrator Signature

Please complete ONLY information regarding the requested change.			
Demographics	Old Information Was	New Information Changed To	
PEIMS Number <small>(Social or S Number)</small>			
Legal First Name			
Legal Middle Name			
Legal Last Name			
Generation Code <small>(Jr, Sr, II, III, IV, etc)</small>			
Date of Birth <small>(MM/DD/YYYY)</small>			
Gender <small>(M/F)</small>			
Hispanic/Latino Ethnicity <small>(Yes, No)</small>			
Race(s) <small>1 = American Indian 2 = Asian 3 = Black 4 = Pacific Islander 5 = White</small>			
9th Grade Entry Date			
Cohort Class			
Campus Notes:			
Office Use Only	Date	Signature	Notes
PID Available			
Corrected in TEAMS			
Corrected in PID			
Manual PID Required			