

SITE OPERATIONS CIRCULAR NO. 2033
Office of Innovation and Integrated Youth Services

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 12, 2018

To: All School Principals, All Counselors, Registrars, and Enrollment Clerks

Subject: STUDENT INFORMATION NAME AND GENDER CHANGE
REQUEST FOR TRANSGENDER, NONBINARY, AND GENDER
NONCONFORMING STUDENTS

Department and/or

Persons Concerned: All Staff

Reference: Assembly Bill 1266, Administrative Procedure 0114, Administrative
Regulation 5145.3

Action Requested: Review Form: Student Information Change Request for Transgender,
Nonbinary, and Gender Nonconforming Students

Brief Explanation:

Assembly Bill 1266 (AB 1266) and District Administrative Procedure 0114 provide that students have the right to be addressed by a name and the pronouns corresponding to their gender identity as expressed by the student and asserted at school. Please note AB 1266 does not have an age restriction.

The Department of Youth Advocacy and Integrated Technology Support Services have developed a process to allow sites to make changes in the Student Information System in accordance with the legislation. This circular does not anticipate every situation that might occur; rather, it offers approaches to a specific instance when the protection or safety of transgender, nonbinary, and gender nonconforming students may be compromised. Questions regarding the application of this process should be directed to youthadvocacy@sandi.net.

When a request is made to implement measures that accommodate the student's asserted gender identity via the Student Information Change Request Form it is required that principal or designee (i.e. teacher or counselor) work collaboratively with the student to address *Option 1* name/pronoun and/or *Option 2* name/gender change request. A conference with the student is required in order to both discuss and document how staff will support the requested changes. In both cases a completed copy of the Student Information Change Request form is sent to

youthadvocacy@sandi.net. Please contact youthadvocacy@sandi.net for necessary guidance and support.

Steps in the meeting process (conference) between staff member(s) and student:

1. Allow for the student to describe their needs for site support (i.e. affirmation of name and pronouns in the classroom and/or student requests access to facilities, P.E., sports teams).
2. Discuss level of privacy and confidentiality desired by the student (i.e. with parents/guardian, other students, teachers, and other staff).
 - a) Explain that a student's right to privacy includes keeping a student's actual or perceived gender identity and gender expression private. Notification to others is a student's personal decision, not a school-related responsibility. Refer to AP0114 Section 2a-d regarding Issues of Privacy.
 - b) With the consent of the student, set up a time to provide guidance for teachers, registrar, counselor, and other adults with a legitimate need to know about the changes being requested by the student (i.e. affirmation of name and pronouns in the classroom, requested access to facilities, P.E., sports teams).
 - c) Discuss use of accommodations that best meet the needs, safety, and privacy concerns of the student (i.e. access to facilities, P.E., sports teams).
 - d) When student is supported by parent/guardian, request parent/guardian presence for above discussion. In cases where a student's parents(s)/guardian(s) are not aware of their child's gender identity, it is critical to discuss the possible and unintentional "outing" of the student. For clarification please contact youthadvocacy@sandi.net.
3. Discuss student options in completing the Student Information Change Request Form (Option 1 and Option 2).

There are two options available for making changes to PowerSchool in order to change a student's preferred name/pronouns or name/gender.

Options Overview

Option 1 is recommended for students who do not currently have support for their gender identity from parental/guardian(s). If Option 1 will be used, then the school can make changes to the "First Name on teacher roster" field in PowerSchool and a copy of the Student Information Change Request Form is sent to youthadvocacy@sandi.net .

Option 2 is recommended for students who currently do have parental/guardian support. If Option 2 will be used, please contact youthadvocacy@sandi.net then a request will be sent to the IT Division from youthadvocacy@sandi.net to update the student's Legal Name/Gender and Preferred Name/Gender in PowerSchool. After the changes have been applied in PowerSchool, the Preferred Name and Gender will appear throughout PowerSchool. The Legal Name and Gender will only appear on State reports and student's Transcript.

Process for Option 1.

Option 1.: Entering the new name in the “*First Name on teacher roster*” field will change classroom rosters, and will ONLY populate in the following places within PowerSchool:

- PowerTeacher single day attendance page
- PowerTeacher multi-day (grid) attendance page
- PowerTeacher Independent Study attendance page
- Attendance Roster report (used for substitutes)

i. The following documents may also have the student's new name. Discuss these options with the student and who at your site will complete items a-d should the student want their name change reflected in the documents below.

- a. Student ID card
- b. Yearbook
- c. Diploma/Graduation Document
- d. JROTC Roster

ii. Once the form has been completed, the Power User is informed (i.e. Registrar/ Enrollment Clerk/Site Tech, etc.) to enter the change in PowerSchool as indicated on the form for “*First Name on teacher roster*” field.

NOTE: Parental notification is NOT needed for this process to occur, however, when there is parental/guardian support, the parent/guardian should be involved in the discussions pertaining to name change process. If student does not have parent/guardian support (i.e. student has not disclosed gender identity to parent(s)/guardian(s). Schools should not update the gender in PowerSchool as it will print out on the enrollment form and other documents that parent or guardian can see. Staff informed of the changes should nonetheless use the student's correct pronouns if those have changed. This option must be completed annually or upon transferring between schools.

Process for Option 2.

Option 2.: Entering the new name in the “Preferred Name” field will change the name in PowerSchool including but not limited to report cards, mailings, diplomas, teacher rosters and any other system that may pull information from PowerSchool. It is highly recommended that this option be completed with the assistance of the LGBTQIA+ Education & Advocacy Program Manager. Please contact Sophia Arredondo at sarredondo@sandi.net.

i. Parent/Guardian makes request: When a parent/guardian requests to implement measures that accommodate the student’s asserted gender identity via the Student Information Change Request Form it is required that principal or designee (i.e. teacher, counselor, nurse) work collaboratively with the parent/guardian and student to address name and pronoun change request and follow steps 1-3 as outlined above to proceed with Student Information Change Request Form.

ii. Once the form has been completed, the staff member completing the form (i.e. principal, vice-principal, counselor) sends a copy of the form to youthadvocacy@sandi.net, then a request will be sent to the IT Division from youthadvocacy@sandi.net to update the student’s Legal Name/Gender and Preferred Name/Gender in PowerSchool.

NOTE: Whether a site is completing Option 1 and Option 2 of the Student Information Change Request Form, the form should remain in an administrative confidential file, until such time that the student changes their legal names.

NOTE: If the parent/guardian would like information about the process of legally changing their child’s name, refer parent/guardian to Sophia Arredondo at sarredondo@sandi.net for information and support.

Sophia Arredondo
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LGBTQIA+ Education and Advocacy

APPROVED:



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