

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 3, 2017

To: All School Principals

Subject: Student Information Name and Gender Change Request for Transgender and Gender Non-Conforming Youth

Department and/or Persons Concerned: Principals, Counselors, Registrars, Enrollment Clerks, Site Techs

Reference: Assembly Bill 1266, Administrative Procedure 0114

Action Requested: Review Form: Student Information Change Request for Transgender and Gender Non-Conforming Youth

Brief Explanation:

Assembly Bill 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.

The Office of Youth Advocacy, Student Services, 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 and gender non-conforming students may be compromised. Questions regarding the application of this process should be directed to the Program Manager of LGBTQIA Education and Advocacy.

Student makes request: When a student 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 or counselor) work collaboratively with the student to address name and pronoun change request.

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.

Steps in the meeting process between staff member and student:

1. Allow for the student to describe their needs for site support. Discuss level of privacy and confidentiality desired by the student (i.e. with parents, 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, provide guidance for teachers, registrar, counselor, and other adults with a legitimate need to know (i.e. if the student requests 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) *If student is supported by parent/guardian, request parent/guardian presence for above discussion.* In cases where a student's parents are **not** aware of their child's gender identity, it is critical to discuss the possible and unintentional "outing" of the student.
2. Discuss student options in completing the Student Information Change Request Form
- a. Entering the new name in the *Preferred/Actual Name* field will change classroom rosters. The following documents may also have the student's new name. Discuss these options with the student.
 - a. Student ID card
 - b. Year book
 - c. Diploma
 - d. Graduation Document
 - e. Lunch pin number
 - f. Bus Roster
 - b. Entering the new name in the *Legal Name* field will change the name in PowerSchool including but not limited to transcripts, report cards, mailings, teacher rosters, and any other system that may pull information from PowerSchool.
3. Inform the Registrar/ Enrollment Clerk/Site Tech to enter the changes in the Student Information System as indicated on the form by student for either the *Legal Name* or *Preferred/Actual* name field. A court order is **not** required for changing the *Legal Name* field in PowerSchool.

NOTE: *If student does not have parent support, change to gender should remain on this form only. 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.*

The Student Information Request Form should remain in a confidential student file *separate* from the cumulative folder with the school counselor or an administrator.

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 or counselor) work collaboratively with the parent/guardian and student to address name and pronoun change request. Follow steps 1-3 as outlined above to proceed with Student Information Change Request Form.

NOTE: If the parent/guardian would like information about the process of legally changing their child's name, refer parent/guardian to the Program Manager of LGBTQTIA Education and Advocacy for information and support.

NOTE: Assistance is available from a representative in the LGBTQIA Education and Advocacy Office, Youth Advocacy Department for guidance with these procedures.

Questions regarding the form or process should be directed to Sophia Arredondo at sarredondo@sandi.net or 619-725-5595.

Sophia Arredondo
Program Manager
LGBTQIA Education and Advocacy

APPROVED:



Linda Trousdale
Executive Director, Student Services

Attachment

Do you give your consent to school personnel to disclose your name and gender change to your parents/guardian/caregiver? Yes No

IMPORTANT: Please note that choosing “Legal Name” field will reflect in all mail correspondence sent home.

Student Signature: _____ Date: _____

Parent/Guardian Signature (optional): _____ Date: _____

| Official use only | | | | |
|-----------------------|------|-----|------------|------|
| Submitted at/taken by | Date | HO# | Entered by | Date |

To SDUSD employees reviewing this document: Student records may only be reviewed if necessary for the performance of job responsibilities. Confidential student information shall not be shared with any other persons unless authorized by the parent/guardian or student over 18. Violation of federal and state confidentiality laws and Board policy may be cause for discipline up to and including termination.

- The school roster shall use the name and gender provided by the student/family pursuant to Administrative Procedure 0114 that references (AB1266).
- The school principal will be informed of the legal name/gender. The principal shall consult with the parent/guardian/student to determine which other staff should be informed, if any.
- The family/student must notify the district if transcripts or other documents with legal name/gender are needed for college or financial aid applications, or any other reason.
- The birth certificate/hospital record shall be maintained in the student cumulative folder.

*Legislation provides that “Students shall have the right to be addressed by a name and pronoun corresponding to their gender identity as expressed by the student and asserted at school. Students are not required to obtain a court ordered name and/or gender change or to change their official records as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity. **This directive does not prohibit inadvertent slips or honest mistakes, but it does apply to an intentional and persistent refusal to respect a student’s gender identity.** The requested name shall be included in the district’s electronic database in addition to the student’s legal name, in order to inform teachers of the name and pronoun to use when addressing the student.”*

The birth certificate or hospital document with legal name and gender will be maintained in the cumulative folder, as required by state regulation. 5 Cal. Code Reg. 432(b)(1)(A), (D)(District must maintain permanent record with legal name and gender). The permanent record will be changed if there is a legal change of name or gender. In the case of an emergency, legal name and gender will be given to law enforcement and emergency medical personnel in addition to actual name and gender.

Upon completing the Student Information Change Request form, the Registrar/Enrollment Clerk enters the changes in the Student Information System as indicated per student.

The form does not make changes to a student’s permanent record. For more detailed information refer to AP0114, AP6520, or consult Program Manager for LGBTQIA Education and Advocacy.