

- TITLE:** Name and/or Gender of Pupils for Purposes of School Records
- ISSUER:** Student Support Services/PSUSD
- DATE:** July 14, 2020
- PURPOSE:** The purpose of this information is to establish uniform procedures for identifying and indicating the name and/or gender of a pupil for purposes of school records. This information applies only to school records maintained by the Palm Springs Unified School District.
- MAJOR CHANGES:** This memo provides updated information to the procedural changes regarding the names and genders of pupils in school records.
- GUIDELINES:** The following guidelines apply.
- I. INTRODUCTION
The guidelines contained in this memo relate to the names and/or genders of pupils for purposes of school records. A parent, legal guardian or a student on behalf of him/herself, may request registration of a student under an additional name and/or gender differing from the student's legal name as provided herein. Below are the legal documents to verify the student's legal name and/or gender. Additionally, information is provided in cases when a parent, through formal court proceedings, changes the student's name and its requirements. Furthermore, information is provided for students choosing to use a nickname or transgender names and its requirements.
 - II. OFFICIAL LEGAL NAME
 - A. The official legal name and/or gender of a pupil shall be the name and/or gender that appear on one of the following documents, submitted by the parent/guardian/caregiver:
 - 1. Certificate of birth.
 - 2. Baptism certificate duly attested.
 - 3. Passport.
 - 4. Health office or vital statistics record of birth date.
 - 5. Affidavit of the parent, legal guardian, or custodian of the minor. The affidavit must certify the birth date and must also state that a certificate of birth is not obtainable.
 - 6. A letter from the Bureau of Public Services may be accepted in lieu of one of the above types of proof if such letter verifies the birth date of the child according to Department of Public Services Records and includes a statement of how the birth date was verified.

- B. Pupils admitted to District schools shall be enrolled under the surname and/or gender shown on the official document, as noted above, that is presented at the time of admission.

III. LEGAL CHANGE OF NAME AND/OR GENDER

- A. When the name and/or gender of a child are changed by appropriate court/legal proceedings, such as by adoption or change of name proceedings, that name is the official legal name and/or gender of the pupil for all purposes, including school registration.
- B. Upon the submission of proper evidence of the court action, the official name and/or gender in school records may be changed to reflect the legal name change.
1. A copy of the court document or amended birth certificate reflecting the legal name and/or gender change should be retained in the pupil record.
 2. Pupil records created under the student's former name and/or gender must be kept with the former name and/or gender. These records, however, should be cross-referenced with the new name and/or gender.
 3. All pupil records created after the receipt of appropriate court/legal documentation of the name and/or gender change should reflect the new name and/or gender change.

IV. UNOFFICIAL CHANGE OF NAME AND/OR GENDER

- A. When a student or parent/guardian requests that the student be enrolled in school under a name and/or gender different from that appearing upon documentary proof of age or school records (Section II,A), this may be accomplished by completion of a Name and/or Gender Change Form. The preferred name will show in unofficial documents such as yearbook, attendance, diploma, etc.
- B. After the school accepts the completed Name and/or Gender Change Form, the school shall update the requested name/gender of the student in the District's student information system and enter the **legal** name/gender under **Protected Information** tab. Also indicate the unofficial name as an "AKA" in the cumulative folder. In the cumulative folder and registration card, data should be cross-referenced. The notation may be made as follows:

Jones	(Smith)	John	Jay
<i>Surname the child is known by</i>	<i>Surname appearing on the birth certificate or other official documentation of the student's legal name</i>	<i>First</i>	<i>Middle Name or initial</i>

V. PREFERRED NAMES AND PREFERRED GENDER

- A. As of July 31, 2018, preferred names, changed using the Name and/or Gender Change Form, are to be entered in the Demographics Name field in the Student Information System. In addition, the student's preferred gender is to be entered in the Gender field if applicable. Doing so causes the desired name and gender to appear on teacher rosters, but not on official records and documents such as cumulative files, report cards and transcripts.
1. The data entered in the Demographics Name field is at the request of the student or the student's parent/guardian.
 2. In cases where a preferred name and/or a preferred gender will be used for a student, the student or their parent/guardian may complete the Name and/or Gender Change Form or make a verbal request.
- B. For procedures on use of the Preferred Name and/or Gender form for transgender students, contact Student Services - Child Welfare & Attendance. Also see BP 5145.3 - Nondiscrimination/Harassment

AUTHORITY: California Code of Civil Procedure section 1275 et seq.
Education Code section 48002
Family Code section 2080
Health and Safety Code sections 103430, 103435
Welfare and Institutions Code section 366.3
Titel IX of Federal Law
The Equal Access Act
Assembly Bill 1266 - School Success and Opportunity Act
Ed Code 200 - 262.4 - Prohibition of discrimination on the basis of sex, especially

ASSISTANCE: For assistance, please contact Student Services - Child Welfare & Attendance.