

- 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:

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

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**Name and/or Gender Change Form**  
**(Unofficial Change of Name and/or Gender of Minor in PSUSD Pupil Records)**

I, \_\_\_\_\_, hereby request to have my name or my child's  
name changed from (Student's Official Name) \_\_\_\_\_,  
and this day forward be known as: \_\_\_\_\_.  
(First Middle Last)

And furthermore, if applicable, be identified with a preferred gender of:      Male      Female  
Gender Non-Binary      Gender Fluid      \_\_\_\_\_ Fill in the Blank

Student's Personal Pronouns(Select all that apply):      He/Him      She/Her      They/Them  
Student's Date of Birth:      Student's ID Number:

\_\_\_\_\_

I understand that this form applies only to unofficial pupil records maintained by the Palm Springs Unified School District, changes to official records, require that a student or guardian present the District with legal documentation documenting a legal name change.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Check One):      Student      Parent      Guardian

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**FOR SCHOOL TO COMPLETE:**

Date received: \_\_\_\_\_ Date Entered AKA: \_\_\_\_\_ Initial: \_\_\_\_\_

## **Request for Change of Preferred Name and/or Gender Marker of Minor**

### **What is the purpose of this form?**

The Name / Gender Change Request Form is available to make changes to the student information system such that it reflects the name and/or gender that a student consistently identifies. This form also provides a record of changes to a student's gender pronoun, access to gender-specific facilities, and participation in gender-specific co/extra-curricular activities.

### **Who may complete the Name / Gender Change Form**

The Name / Gender Change Request Form can be completed by a parent, guardian, or student. A verbal request can also be made.

### **Where do I submit this form?**

This form must be submitted to your school of attendance, school registrar. Please allow 7-10 business days for this information to be entered into our systems.

### **What if a parent or guardian is not available to sign and submit this form?**

If a parent or guardian is not available to sign and submit this form, or if a parent is unaware of their student's wishes, a student should contact their school principal, a school counselor, or another Palm Springs Unified Schools staff member to request accommodations. All students, regardless of the completion of this form, may expect staff to use the name and/or pronoun that they have communicated verbally and/or in writing to staff.

### **How will my school know about the changes requested on this form?**

Communication with your school is important to ensure the support your child may need. This is very important when changes are requested to the student information system and when changing schools. The school principal, a school counselor, or another Palm Springs Unified School staff member may assist in ensuring that the appropriate staff receives the information that pertains to their role in the building and your requests regarding privacy.

### **How are these changes made?**

The requested changes will be made in the online Student Information System. These changes will be reflected in student records moving forward; past records will not be updated unless a legal name change is made. A record of original name and gender will be maintained in the system.

### **What will be provided when I or other institutions request student records?**

For "non-certified" requests, the student's updated name and gender may be provided. However, when responding to requests for certified records, PSUSD must provide a student's legal name. If a student or family has concerns about privacy, it is advised that they speak with the PSUSD Student Services department directly to discuss concerns.

### **How do I support my child?**

For additional information regarding various ways to support your child, please contact the Student Services office. We also recommend that families meet with the school counselor or the Principal to develop a student support plan.