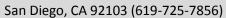
Student Information Change Request

(SDUSD ONLY)

San Diego Unified School District

4100 Normal Street





New Enrollment	L Change to	o existing enrollme	nt			
Permanent Student In	formation Recor	d (i.e. birth certifica	te, passport)			
Last Name	Suffix	First Name		Middle Name		Gender
						□ Male □ Female
Date of Birth	SDUSD Student II	D#				□Telliale
Are you requesting a school personnel to o	_			-	ou give your cons □ No	sent to
<u>Please check</u>	and complete	only one of the	following opti	ons (Option	1 or Option 2):	
oth	ner possible docume oport.	acher Roster: Will o ent changes below. Thi nformation System	s option would be p			
First Name						
Please check below any	y documents you	ı would like to refle	ect your preferre	ed name.		
NOTE: The following option	ons are completed <u>a</u>	t the school site by ap	propriate staff mem	nber. This may dif	fer at each site.	
Due to deadlines of certa	-	ur new name may n	ot be reflected. S	peak to a schoo	ol staff for more de	tails.
☐ Student ID ca —	ırd					
☐ Yearbook						
•	duation Documen	t				
☐ JROTC	<i></i>					
Personal Pronouns (he					/··	
Conference with stude)	at		(time)	
Conference attendees:						
Would you like the info				□ No □ Yes		
(Please Specify):						
Student Signature:			Date:			
NOTE: Under this Option enrollment form and one of upon transferring be *This box is reserved for the option of th	ther documents etween schools.	that parent or gua	rdian can see. Th	nis option mus	-	
Official use only		5				
School:		Entered by:		Date:		

Option 2. PREFERRED NAME FIELD: Selecting this option will change your name in PowerSchool including but not limited to report cards, mailings, diplomas, teacher rosters and any other system that may pull information from PowerSchool. PLEASE NOTE: Your last name will NOT be changed. NEW Student Information for Student Information System						
First Name	Middle Name		Gender			
			□Male □Female			
Would you like the information shared with your teachers or other staff: \Box No \Box Yes (Please Specify):						
Personal Pronouns:						
In person parent conference held on (date)			at	(time)		
Conference attendees:						

I understand that there can be short and long term impacts to changing the preferred name field of the student.

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 additional to actual name and gender.

Please sign below:	
Student Signature:	Date:
Parent/Guardian Signature (required):	Date:

If Option 1 of the Student Information Change Request form is completed then the Power User enters the changes in the Student Information System as indicated per student in the "First Name on teacher roster" field only and send a scanned copy to Youth Advocacy: youthadvocacy@sandi.net. See circular for directions on where to keep original document.

If Option 2 of the Student Information Change Request form is completed then route the entire form to Youth Advocacy, youthadvocacy@sandi.net. Do NOT make any changes at the school site. Making a copy for your site records is recommended. See circular for directions on where to keep original document. The person submitting the form will receive an email once changes are completed.

For more detailed information consult the Program Manager for LGBTQIA+ Education and Advocacy: youthadvocacy@sandi.net

<u>To SDUSD employees reviewing this document</u>: 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.