

Student Information Change Request

(SDUSD ONLY)

San Diego Unified School District
4100 Normal Street
San Diego, CA 92103 (619-725-7856)



New Enrollment Change to existing enrollment

Permanent Student Information Record (i.e. birth certificate, passport)

Last Name Suffix First Name Middle Name Gender Male Female

Date of Birth SDUSD Student ID #

Are you requesting a name change with parent/guardian/caregiver support and do you give your consent to school personnel to disclose your name to your parent/guardian/caregiver?: Yes No

Please check and complete only one of the following options (Option 1 or Option 2):

Option 1

First Name on Teacher Roster: Will only change your name for classroom rosters. You may select other possible document changes below. This option would be preferable if you **do not** have parent/guardian support.

NEW Student Information for Student Information System

First Name

Please check below any documents you would like to reflect your preferred name.

NOTE: The following options are completed at the school site by appropriate staff member. This may differ at each site.

Due to deadlines of certain documents your new name may not be reflected. Speak to a school staff for more details.

- Student ID card
- Yearbook
- Diploma/Graduation Document
- JROTC

Personal Pronouns (he/him, she/her, they/them): _____

Conference with student held on (date) _____ at _____ (time)

Conference attendees: _____

Would you like the information shared with your teachers or other staff: No Yes

(Please Specify): _____

Student Signature: _____ **Date:** _____

NOTE: Under this Option 1, 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. This option must be completed annually or upon transferring between schools.

*This box is reserved for the staff member who will enter the new information to PowerSchool.

Official use only		
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: No 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 addition 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

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.