

SAN DIEGO UNIFIED SCHOOL DISTRICT'S

# STUDENT INFORMATION CHANGE REQUEST

**CONFIDENTIAL**

All students have a right to privacy. This includes the right to keep private their transgender status or gender nonconforming presentation at school. Students have the right to openly discuss and express their gender-related identity and expression at school and school activities, and to decide when, with whom, and how to share private information.

School staff shall not disclose information that may reveal a student's transgender status or gender nonconforming presentation to others. Therefore, given the sensitive nature of the information, when speaking with parents, guardians, other staff members, or third parties, school staff should not disclose a student's preferred name, pronoun(s), or other confidential information pertaining to the student's transgender or gender nonconforming status without the student's permission, unless authorized to do so by law.

School  Today's date

Student's LEGAL name      
LEGAL FIRST NAME      LEGAL MIDDLE NAME      LEGAL LAST NAME      SUFFIX

Student's SDUSD ID#:  Date of birth:       Student's LEGAL sex:     
FEMALE      MALE      NON BINARY

## OPTION 1

Name change will ONLY be reflected on teacher/substitute rosters.

**NEW Student Information**

FIRST NAME      PRONOUNS

Would you like this information shared with your teachers or other staff?  NO  YES

IF YES, PLEASE SPECIFY WHO (OR ALL)

Are parents/guardians supportive?  NO  YES

Conference with student held on:   
DATE

Conference Attendees:

-I have been informed of my rights and options as it relates to asserting my gender identity.  
 -I know I can request a Gender Support Plan to help ensure I am supported at school.

STUDENT SIGNATURE

DATE

## OPTION 2

Name/gender change will be reflected on teacher/substitute rosters, report cards, school mailings, diplomas, etc.

**NEW Student Information**

FIRST NAME      MIDDLE NAME

Gender:    Pronouns:   
MALE      FEMALE      NON BINARY

Would you like this information shared with your teachers or other staff?

IF YES, PLEASE SPECIFY WHO (OR ALL)

Parent conference held on:   
DATE

PARENT SIGNATURE

Additional Conference Attendees:

-I have been informed of my rights and options as it relates to asserting my gender identity.  
 -I know I can request a Gender Support Plan to help ensure I am supported at school.

STUDENT SIGNATURE

DATE



# STUDENT INFORMATION CHANGE REQUEST

JOB



AID

When a request is made 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. school teacher or counselor) work collaboratively with the student to address the name/gender change options.

A conference with the student is required in order to both discuss and document how staff will support the requested changes.

**STEP 1** Meet with student (and parent/guardian if seeking an "Option 2") to complete the Student Information Change Request Form

**STEP 2** Meet with student to complete the Gender Support Plan and use it as a guide for the student support conference.

Access additional resources at [youthadvocacy.us](http://youthadvocacy.us) or email [youthadvocacy@sandi.net](mailto:youthadvocacy@sandi.net).

Below, the 2 options for student information changes are detailed. Work with the student to determine the best option using the outlines below. Fill out the form with the student-If the student is seeking an "Option 2" information change, arrange for a parent meeting as well.

**NOTE THAT NEITHER OPTION 1, NOR OPTION 2 ARE LEGAL NAME/GENDER CHANGES. LEGAL NAME WILL STILL BE REFLECTED ON LEGAL DOCUMENTS SUCH AS OFFICIAL TRANSCRIPTS, STATE TESTING/DATABASE, ETC. FOR MORE INFORMATION ABOUT LEGAL CHANGES, CONTACT YOUTHADVOCACY@SANDI.NET**

## CHOOSE ONE OPTION

### OPTION 1

Recommended for students **who do not have parent/guardian support**, but want preferred name used in class\*.

Option 1 changes will change NAME in PowerSchool and will be reflected on:

→ teacher/substitute rosters

Principal or designee who has met with student to complete the Student Information Change Request Form AND Gender Support Plan will:

### STEP 3

send a copy of completed Gender Support Plan via email to the Youth Advocacy Department at [youthadvocacy@sandi.net](mailto:youthadvocacy@sandi.net) & retain a copy on site in a confidential administrative file.

### STEP 4

inform the Power User\*\*, so they can make the changes in PowerSchool.

\*\*Power Users (typically registrar, site tech, enrollment clerk) enters the changes in PowerSchool as indicated per student in the "First Name on Teacher Roster" field ONLY. See the Job Aid for additional support in this step.

\*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 discussions.

### OPTION 2

Recommended for students **who have parental support** as preferred name/gender will appear on documents and information sent home. Arrange for parents to be part of the name change/gender support meeting

Option 2 changes will change NAME & GENDER in PowerSchool and be reflected on (but not limited to):

- report cards
- school mailings
- diplomas
- teacher/substitute rosters
- most other system that may pull information from PowerSchool.

Principal or designee who has met with student to complete the Student Information Change Request Form AND Gender Support Plan will:

### STEP 3

send a copy of completed Student Information Change Request Form via email to the Youth Advocacy Department at [youthadvocacy@sandi.net](mailto:youthadvocacy@sandi.net) & retain a copy on site in a confidential administrative file.

### STEP 4

send a copy of completed Gender Support Plan via email to the Youth Advocacy Department at [youthadvocacy@sandi.net](mailto:youthadvocacy@sandi.net) & retain a copy on site in a confidential administrative file.

**No changes in PowerSchool are made at the site**