

SITE OPERATIONS CIRCULAR NO. 1013

Office of Youth Advocacy

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 3, 2022

To: All School Principals, All Counselors, Registrars, and Enrollment Clerks

Subject: **CURRENT STUDENT INFORMATION NAME AND GENDER CHANGE REQUEST FOR TRANSGENDER, NONBINARY, AND GENDER NONCONFORMING STUDENTS**

Department and/or

Persons Concerned: All Staff

Reference: [Assembly Bill 1266](#), [Assembly Bill 711](#), [Administrative Procedure 0114](#), [Administrative Regulation 5145.3](#),

Action Requested: Review Form: Current Student Information Change Request for Transgender, Nonbinary, and Gender Nonconforming Students

Brief Explanation:

Assembly Bill 1266 (AB 1266) and District Administrative Procedure 0114 provide that students have the right to be addressed by a name and the pronouns corresponding to their gender identity as expressed by the student and asserted at school. Please note AB 1266 does not have an age restriction.

The Department of Youth Advocacy and Integrated Technology Support Services have developed a process to make changes in the Student Information System in accordance with the legislation. This circular does not anticipate every situation that might occur; rather, it offers approaches to a specific instance when the protection or safety of transgender, nonbinary, and gender nonconforming students may be compromised. Questions regarding the application of this process should be directed to youthadvocacy@sandi.net.

When a (non-legal) name or gender change request is made to implement measures that accommodate the student's asserted gender identity, it is required that school staff provide the SDUSD Name/Gender Change Form to the student: <https://bit.ly/SDUSDchangeform>. It is highly recommended that their school counselor work collaboratively with the student to determine which option is best for the student and assist in completing the form. A gender support plan meeting is strongly recommended in order to discuss and document how staff will support the requested changes. Please contact youthadvocacy@sandi.net for necessary guidance and support.

Steps in the meeting process (conference) between staff member(s) and student:

1. Allow for the student to describe their needs for site support (i.e. affirmation of name and pronouns in the classroom and/or student requests access to facilities, P.E., sports teams).

2. Discuss level of privacy and confidentiality desired by the student (i.e. with parents/guardian, other students, teachers, and other staff).
 - a. Explain that a student's right to privacy includes keeping a student's actual or perceived gender identity and gender expression private. Notification to others is a student's personal decision, not a school-related responsibility. Refer to AP0114 Section 2a-d regarding Issues of Privacy.
 - b. With the consent of the student, set up a time to provide guidance for teachers, registrar, administration, and other adults with a legitimate need to know about the changes being requested by the student (i.e. affirmation of name and pronouns in the classroom, requested access to facilities, P.E., sports teams).
 - c. Discuss use of accommodations that best meet the needs, safety, and privacy concerns of the student (i.e. access to facilities, P.E., sports teams).
 - d. When the student is supported by parent/guardian and provides consent, request parent/guardian presence for above discussion. In cases where a student's parents(s)/guardian(s) are not aware of their child's gender identity, it is critical to discuss the possible and unintentional "outing" of the student. For clarification please contact youthadvocacy@sandi.net.
3. Discuss student options in completing the Student Information Change Request Form (Option 1 and Option 2).

There are two options available for making changes to PowerSchool in order to change a student's preferred name/pronouns or name/gender.

Options Overview

Option 1 is recommended for students who do not currently have support for their gender identity from parental/guardian(s). If Option 1 will be used, then the school can make changes to the "First Name on Teacher Roster" field in PowerSchool. This is done by the site clerk or Power User.

Option 2 is recommended for students who currently do have parental/guardian support. If Option 2 will be used, and the [SDUSD Name/Gender Change Form](#) has been submitted, then a request will be sent to the IT Division from the Office of Youth Advocacy to update the student's Name/Gender in PowerSchool by providing additional fields. After the changes have been applied in PowerSchool, the Preferred Name and Gender will appear throughout PowerSchool. The Legal Name and Gender will only appear on State reports, Legal documents and platforms, IEPs, and student transcripts.

NOTE: Sites should never make changes to a "Legal" field in PowerSchool without legal documentation supporting the change. For example, when a site changes the student's LEGAL gender in PowerSchool without a court order or birth certificate reflecting the change, the process is delayed and multiple issues occur.

Process for Option 1:

Option 1: This option only relates to first name changes. Gender changes are not made through this option. Entering the new name in Box 4 of the student's Demographics page labeled "*First Name on teacher roster*" field will change classroom rosters, and will ONLY populate in the following places within PowerSchool:

- PowerTeacher single day attendance page
- PowerTeacher multi-day (grid) attendance page
- PowerTeacher Independent Study attendance page
- Attendance Roster report (used for substitutes)

The following documents can also have the student's new name. Discuss these options with the student and who at your site will complete items a-d should the student want their name change reflected in the documents below.

- a. Student ID card
- b. Yearbook
- c. Diploma/Graduation Document
- d. JROTC Roster

The Power User (i.e. Registrar/ Enrollment Clerk/Site Tech, etc.) will enter the change in PowerSchool as indicated on the form for "*First Name on teacher roster*" field.

NOTE: Parental notification is NOT needed for this process to occur. Staff informed of the changes should nonetheless use the student's correct pronouns and name if those have changed.

Process for Option 2:

Option 2: After the [SDUSD Name/Gender Change Form](#) is submitted, IT will create a "Preferred Name/Gender" and "Legal Name/Gender" field in the student's Demographics page in PowerSchool. These changes will be included in but not limited to report cards, mailings, diplomas, teacher rosters, online platforms like Google and Zoom, and any other system that may pull information from PowerSchool.

Parent/Guardian makes request: When a parent/guardian requests to implement measures that accommodate the student's asserted gender identity via the [SDUSD Name/Gender Change Form](#) it is required that principal or designee (i.e. teacher, counselor, nurse) work collaboratively with the parent/guardian and student to address name and pronoun change request and follow steps 1-3 as outlined above.

Once the form has been completed, a request will be sent to the IT Division from youthadvocacy@sandi.net to update the student's Legal Name/Gender and Preferred Name/Gender in PowerSchool.

LEGAL NAME CHANGES:

If a student has obtained a LEGAL name change, gender change, or both, they may update the name and gender reflected on legal documents used by the school and District using this [Legal Name/Gender Change form](#). (This is for current or former students in accordance with AB 711 and AB 1266.)

When a request is made by a student, please complete the following steps:

1. Complete and submit the following online request form: https://docs.google.com/forms/d/e/1FAIpQLSfqYxPBmrGqXZatfPRa6FWM9o8_8Gr6wXNz5LkBJpz_fJ20IA/viewform
2. Email [Maria Schembri](#) at mschembri@sandi.net to inform the request was submitted.

Once the information is verified by Youth Advocacy-Maria Schembri, an email will be sent to IT for SIS data change. IT will then confirm completion of change requested and email [Veronica Ortega](#) to process.

Final steps required by the site registrar:

- The site registrar will be notified of the changes and provided any requested new updated document(s) for students
- The site registrar will add a copy of the new legal document(s) to the student's CUM file
- The site registrar will add the following required documentation in the student's CUM file:
 - the date the request was made
 - the date the records were reissued
 - a list of records that were requested by and reissued to the former student
 - the type of documentation provided to demonstrate the name/gender change
 - name of the staff person that completed the request and,
 - the current and former name or gender of the student
 - Emails with the information required above can serve as the documentation to be filed in the former student's CUM file.

NOTE: If the parent/guardian would like information about the process of legally changing their child's name, refer parent/guardian to Maria Schembri mschembri@sandi.net for information and support.

APPROVED:

Tavga Bustani
Chief, Leadership & Learning