

SITE OPERATIONS CIRCULAR NO. 1015

Office of Youth Advocacy

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 3, 2022

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

Subject: **FORMER STUDENT LEGAL NAME AND GENDER CHANGE REQUESTS 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](#),
[Ed Code 49062.5](#)

Action Requested: Submit Online Google Form: [Legal Name/Gender Change Request Form](#)

Brief Explanation:

Assembly Bill 711 (AB 711) and Education Code 49062.5 provide that a former student has the right to update their new legal name and/or gender, and the District is required to reissue a transcript and/or diploma with the former student's updated legal name or gender. Please note AB 711 does not have an age restriction.

Upon the request from a former student, the student must provide a government-issued document (showing the new legal name/gender change), which may include but not limited to:

- A state-issued driver's license
- Birth certificate
- Passport
- Social Security Card
- Court Ordered

The Department of Youth Advocacy and Integrated Technology Support Services have developed a process to allow sites to submit an online request with the former student's information in order for the change to be made and the requested documents to be reissued.

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When a request is made by a former 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 at vorteg1@sandi.net to process a transcript request and/or diploma reprint, as needed.

Final steps required by the site registrar:

- The site registrar will be notified of the changes and provided the requested new updated document(s) for former students
- The site registrar will coordinate the pick up of the document(s) with the former student
- The site registrar will add a copy of the new legal document(s) to the student's CUM file (if the file is still located on site)
- 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 former student
 - Emails with the information required above can serve as the documentation to be filed in the former student's CUM file.

Questions regarding the process can be directed to Maria Schembri at mschembri@sandi.net.

APPROVED:

Tavga Bustani

Chief, Leadership & Learning