# **Request to Change Name and/or Gender**

A transgender student may affirm their gender identity by adopting a name that is different from their legal name on their birth certificate and use pronouns reflective of their gender identity. Many school divisions use electronic student information systems (SIS) for managing student records. Schools’ SIS generally use the student’s legal name and sex assigned at birth as reflected on their birth certificate, required at the time of school registration ([§ 22.1-3.1](https://law.lis.virginia.gov/vacode/title22.1/chapter1/section22.1-3.1/)of the *Code of Virginia*). Information in the student information system is then used for a variety of documents and processes.

Local school divisions can update records, including names and gender markers, if presented with legal documents such as updated birth certificates or court orders. Local school divisions may develop processes to support a student’s request to change their name and/or gender that affirm their gender identity even if updated legal documents are not provided in order to support a student’s affirmed identity. Such a process could include the use of a form to request a name and/or gender change. Local school divisions should work with their technology and student records personnel to review their SIS and determine where and how these changes might be made that would take into account how to best consistently support the student’s gender identity, meet any state or federal reporting requirements, and maintain student privacy. The sample form provided below may be adapted to meet the specific student information system, processes, and needs of the local school division. Considerations for local school divisions in developing their form include:

* Who may complete and submit the form, either the parent/guardian, the student, or both?
* To whom should a parent/guardian submit this form? How will a student’s privacy be maintained throughout this process?
* What is the division’s policy regarding instances where the parent/guardian are not affirming of the student’s gender identity? Is parent/guardian consent required? If so, under what conditions (e.g., certain ages of students) would parent/guardian consent be required?
* What types of documents and processes will be impacted by the requested name and/or gender change? What documents and processes will not be impacted? [Can the request to change a name and/or gender change be limited to certain documents and processes (e.g., only change the name and gender for class rosters or email address/log-in)?]
* If an electronic SIS is used, what new field(s) will be needed to accommodate the request? How will the name and/or gender be updated in the various documents and processes as a result of these new fields?
* What options are available for the selection of gender?
* Are there options for requesting name and/or gender change without updating the SIS (e.g., a student support plan that ensure the preferred name and pronoun are honored throughout the day)?
* How will the change be communicated to appropriate school staff?
* What are the division’s policies and regulations related to updating records retroactively (e.g., after a student has graduated)?

## **Sample Form**

This request does not require any documentation or substantiating evidence. The legal name and sex assigned at birth will be maintained as confidential information and only used where the legal name is required such as for purposes of standardized testing. The updated name and gender will be used for the following: **[School Division’s list of school records or documents that will use the updated name and gender, e.g., class roster, yearbook, student ID or library card, report card]. To change the full legal name and/or gender marker, please refer to [School Division’s policy, regulation, or form to change legal name]**. Changes to the student’s name and gender will be visible to the student’s parent/guardian. If the student wishes to keep the updated name and gender confidential from their parent/guardian as determined through consultation with the student’s support team, other options for using the preferred name without updating the student’s educational records may be considered. [Changes requested will be reflected from the point of the request and moving forward; previous records will not be amended (if local policy does not provide for retroactive amendments of records).]

| Student ID:         |
| --- |
| Student’s Preferred Name:         |
| Student’s Updated Gender:* Male [ ]
* Female [ ]
* Non-Binary [ ]
* Not Specified [ ]
* Other:
 |
| Student’s Signature and Date:         |
| Parent/Guardian’s Signature and Date (if applicable):       |
| Form Received by and Date:         |

## **References**

* [Portland Public Schools Gender Diversity Support Guide](https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/44/PPS%20Gender%20Diversity%20Support%20Guide_PrintVersion_Updated.pdf)
* [Saint Paul Public Schools Name/Gender Change Request Form](https://www.spps.org/cms/lib/MN01910242/Centricity/Domain/1254/Name%20-%20Gender%20Change%20Form%20FINAL%208-17-15.pdf)