

Upper Moreland School District Transgender Procedures

Recent studies indicate that the life of a transgender person can be “vastly challenging and rife with discrimination.” It can also be “joyful, triumphant, and transformative” for the person and those around them. In order to provide a welcome and successful educational environment, Upper Moreland is proud to accept students who identify as transgender. In order to help students, and their parents, recognize and respect each students’ rights, Upper Moreland adheres to the following procedures when a student determines that they will transition their gender and live as a member of the opposite sex:

Students have the right to:	Student Responsibilities:	Counselor/Administrator Responsibilities:
<p>be called their preferred name by all teachers, administrators, and staff members.</p>	<p>Make an appointment with the guidance counselor and assistant principal to discuss these changes</p> <p>Tell your friends and/or classmates your preferred name and reinforce the change</p>	<p>Inform all staff members of the unofficial name change, ensure all rosters, electronic lists and classroom and activity lists show the new name</p> <p>Facilitate conversations between the students and peers</p> <p>Offer emotional support and counseling services as needed</p>
<p>use the bathroom and/or locker rooms and/or play sports for the gender with which they identify.</p>	<p>Make an appointment with the guidance counselor and assistant principal to discuss these changes</p>	<p>Inform all staff members of your preferred bathroom/locker room choice</p> <p>Make alternative arrangements available for bathroom/locker room facilities if requested</p> <p>Ensure your right to use the bathroom of preference</p>
<p>receive their education in a bully-free environment. All instances of bullying should be reported to administration.</p>	<p>Immediately seek out a teacher, administrator, or other staff member to report bullying and/or harassment Call the Safe School Helpline</p> <p>Make a police report</p>	<p>Utilize the Code of Conduct</p> <p>Reach out to parents</p> <p>Make a police report when necessary</p>

Changing Your Name and Gender on Official School Records

Scenario	Action	Steps
Parents are not in agreement and child is under 18 or not supporting themselves	No changes to any records can be made without parent/guardian permission	Not Applicable
Parents are not in agreement, but child is over 18 and self-supporting	Student may petition to change their name on students records	<ol style="list-style-type: none"> 1. Schedule a meeting with a guidance counselor and a member of the high school administrative staff 2. Discuss potential changes and their impact 3. Complete the Name/Gender Change Form 4. Completed Form is sent to the Office of Special Education and Student Services for processing.
Parent(s) and/or legal guardian(s) are in support of the name/gender change	Student may petition to change their name on students records	<ol style="list-style-type: none"> 1. Schedule a meeting with a guidance counselor and a member of the high school administrative staff 2. Discuss potential changes and their impact 3. Complete the Name/Gender Change Form 4. Completed Form is sent to the Office of Special Education and Student Services for processing.
Student has completed legal name change paperwork through the courts	All student records will be updated to reflect the name change	Provide a copy of the court documented name change to the District registrar

Upper Moreland Township School District Name and Gender Change Form

Current Student Name:		Student ID#:	
Birthdate:		Current Gender:	
Preferred Name:		Preferred Gender:	
Disclaimer and Agreement Statement			
<p>By completing this form and signing below, I agree that I am requesting that the District change my school records to reflect my preferred name and gender, which is a change from how I was registered in the school district during my original enrollment. I further understand and acknowledge that all school records will now reflect my preferred name and gender, including but not limited to, high school diploma, award certificates, transcripts, class records, yearbook photos, email address, testing records, etc.</p>			
Student Signature:			
<p>By completing this form and signing below, I agree that I am requesting that the District change my child's school records to reflect their preferred name and gender, which is a change from how they registered in the school district during their original enrollment. I further understand and acknowledge that all school records will now reflect my child's preferred name and gender, including but not limited to, high school diploma, award certificates, transcripts, class records, yearbook photos, email address, testing records, etc.</p>			
Parent/Guardian Signature:			
<p>By completing this form and signing below, I agree that I am requesting that the District change my child's school records to reflect their preferred name and gender, which is a change from how they registered in the school district during their original enrollment. I further understand and acknowledge that all school records will now reflect my child's preferred name and gender, including but not limited to, high school diploma, award certificates, transcripts, class records, yearbook photos, email address, testing records, etc.</p>			
Parent/Guardian Signature:			

Signature of Building Administrator: _____

Signature of Administrative Representative: _____

Date of Meeting: _____ Date Change Processed: _____