



CARMEL CLAY SCHOOLS- GENDER SUPPORT GUIDANCE

The purpose of this document is to inform conversation aimed to create a shared understanding about the ways in which the student's authentic gender will be accounted for and supported at school. This document should be completed by the school's representative(s), parents/caregivers, other outside support (if applicable), and the student. This document may be updated any time when requested by student, parent/caregiver, and/or staff.

School: _____ Today's Date: _____

Student's Name: _____ Legal Name: _____

Student's Gender: _____ Assigned Sex at Birth: _____ Grade Level: _____

Date of Birth: _____ Sibling(s)/Grade(s): _____

Parent(s)/Guardian(s)/Caregiver(s)/Relation to Student:

Name	Relation to Student

Meeting Participants:

Name	Role

1

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Updated:7/2023



CARMEL CLAY SCHOOLS- GENDER SUPPORT GUIDANCE

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1. Has the student made a legal name change? Yes No
2. If No has been selected, is the student requesting to be identified by another name/gender than that listed in the electronic student record? Yes No

List follow up steps below that need to be completed in order to reflect the preferred name and gender of the student.

Names, Pronouns, and Student Records

Name/Gender marker entered into PowerSchool (only if legally changed): _____

Legal Name entered in area of PowerSchool (If not legally changed): _____

Name to be used when referring to student: _____ Pronouns: _____

What additional adjustments need to be made to protect this student's privacy?

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CARMEL CLAY SCHOOLS- GENDER SUPPORT GUIDANCE

Who will be the point person for ensuring these adjustments are made and communicated as needed?

How will instances be handled in which the incorrect name or pronoun are used?

How will the student’s privacy be accounted for and maintained in the following situations or contexts? *Please note, in cases where a legal name change has not been completed, Registration, Enrollment, Standardized Tests, Attendance, and any information that is sent to the Dept of Education must reflect the student’s legal name per state statute.*

Registration	
Enrollment	
Substitute Teachers	
Standardized Tests	
School Photos	
IEPs/Other Services	
Cumulative File	
Nurse File	
Lunch Lines	
Attendance	
Grade Book	
Official School-Home Communication	
Unofficial School-Home Communication	
Outside district Personnel/Providers	
Summons to the office	
Yearbook	
Student ID	
Posted lists	
Distribution of texts and/or supplies	

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CARMEL CLAY SCHOOLS- GENDER SUPPORT GUIDANCE

Assignment to IT accounts	
PA Announcements	
Activities/Athletics	

What are some other ways the school needs to anticipate information about this student's name and gender marker potentially being compromised? How will these be handled?

Student Safety

Is the student currently experiencing mental health issues related to their transition? Yes No

What are some of the coping skills that are helpful to the student when they experience distress?

Does student receive mental health services? Yes No Name of provider: _____

Has a Release of Information been obtained? Yes No

Who will be student's "go to adult" at school? _____

If this person is not available, what should the student do? _____

What, if any, will be the process for periodically checking in with the student and/or family?

What are the expectations in the event the student is feeling unsafe and how will the student signal need for help in the following environments/situations:

During Class: _____

Outside of the Building: _____

In the Halls: _____

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Other: _____

Any Other Safety Concerns Not Discussed:

Extracurricular Activities

Does the student participate in any after-school program/activity? Yes No

If yes, what program(s)/activity(ies) and steps will be necessary for supporting the student?

How will dress code/expectations be handled for extra-curricular or after-school events?

Use of Facilities

Student chooses to use the following restroom(s) on campus: _____

Student chooses to change clothes in the following places: _____

If Student has questions/concerns about the facilities, who should they contact?

What are expectations regarding the use of facilities for class trips?

What are the expectations regarding rooming for any overnight trips?

Are there any questions or concerns about the student's access to facilities?

Other Considerations

Are there any specific social dynamics with other students, families, or staff members that need to be discussed or accounted for?

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Are there any factors that need to be considered in regards to a sibling's needs?

Are there lessons, units, content of other activities coming up this year to consider (growth and development, biological body parts, social justice units, name projects, dance instruction, Pride events, school dances, swimming, etc)?

Are there any other questions, concerns, or issues to discuss?

Confidentiality, Privacy, and Disclosure

How public or private will information about this student’s gender be (check all that apply)? A building leader will be made aware of the requested changes/updates for safety purposes.

	District staff will be aware (Superintendent, Student Support Services, Technology, etc.) Specify adult staff members:
	Building level leadership/Admin will know (Principal, Assistant Principal, Counselor, etc) Specify the adult staff members:
	Student does not want to be openly “out”, but some students are aware of the student’s gender.
	Student is open with others (adults and peers) about gender
	May share requested changes/updates when student is promoted to the next school
	May share requested changes/updates if the student transfers
	Other- describe:

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If the student has asserted a degree of privacy, what are expectations of Carmel Clay Schools if that privacy is compromised? How will a teacher/staff member respond to questions about students gender from:

Other Students?
Staff Members?
Parents/Community?

Support Review and Revision

How will support be monitored over time?

What will be the process should the student, family, or school wish to revisit any aspects of their request (or seek additions to the request)?

What are the specific follow-up or action items emerging from this meeting and who is responsible for them?

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CARMEL CLAY SCHOOLS- GENDER SUPPORT GUIDANCE

Action Item	Who is Responsible	When

Date/Time of next meeting or check-in _____ Location _____

Name Change Checklist- Staff Only

Powerschool Guidance Available Here:

<https://docs.google.com/document/d/1filh87Bab61VhdgSdQAeRZPtyoaVM-0HQtpVjgPDC7E/edit?usp=sharing>

First Name	Which First name?
Middle	
Last Name	

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PowerSchool	
STN (name and gender)	
Login	
ad username	
Google	
Office 365	
IIEP	
CLSI	
Lunch	
Transportation	
Canvas (username and name)	
Destiny -name change	
School Messenger	
Learning Connection	
school dismissal manager	
chirp (only with legal name change)	
social studies software	
science software	
math software	
athletics	
Naviance	
name badge	

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yearbook	
NWEA	
Health Paper File	
Main Cumulative File	
Pinnacle	Will display the name, legal name is not included in Pinnacle. This is important to ensure the Psychologist involved with the student.

Please keep in mind that state systems cannot be updated without a LEGAL name change. Please communicate any changes to other departments such as special education, nursing, etc. as some of their systems may not reflect a name change if it has not been updated legally.

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