



Clark County School District  
**Policy 5138: Diverse Gender Identities or Expressions**  
**Gender Support Plan Checklist**

Complete this checklist to ensure all steps required by the Nevada Revised Statutes (NRS) 388.880 and Policy 5138 are followed.

Administrators Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Step 1: Receive notification that a student identifies as gender diverse.**

- Always speak with the student first to determine if the student's parents/guardians are aware and in agreement with the requested changes to their student's gender marker and name.
  - If both parents/guardians are aware and agree to change their child's gender marker and name, proceed to Step 2.
- If the student does not want to notify their parents/guardians or if their parents/guardians are *not in agreement*, it is imperative that the student work with the school counselor to [build a communication bridge](#) between the student and the parents/guardians.
  - *No staff members should relay the student's gender identity to the parents/guardians if the student has not approved.*
  - *No changes to a student's pronoun usage, gender maker, or name can be made without parental approval.*
- Determine if *both parents/guardians agree* to establish a Gender Support Team (GST) meeting and a Gender Support Plan (GSP). If both parents/guardians disagree, court documents such as a divorce decree must be reviewed for parental educational rights. The GST meeting and plan will be on hold until both parents/guardians agree or a final court document is presented.

**Step 2: Establish a Gender Support Team Meeting.**

- Parents/Guardians (including non-household parents/guardians) must provide a letter to the school counselor or administration requesting the changes in Infinite Campus (Gender marker and name).
- The parents/guardians' request letter must be signed, including a copy of their Driver's license, and several days and times the family is available for an in-person or virtual GST meeting. Electronic signature(s)/typed signature(s) are not accepted.
- A school counselor or point of contact will email the documents from the family to the Equity and Diversity Education (EDE) Department representative (EDE Coordinator or Counselor).
- An EDE representative will establish an in-person or virtual meeting once a date and time have been determined. A link will be sent to the school counselor or point of contact if the GST meeting is virtual. The school counselor or point of contact will share the link with the family and the appropriate school administrator.

**Step 3: Establish a Gender Support Plan.**

- A GSP will be completed for the student during the in-person or virtual GST.
  - The GSP will allow students to use their preferred name and gender on all unofficial records (identification badges, rosters, certificates, announcements, programs, newsletters, yearbooks, and other unofficial records) and be displayed on all student information systems.
- The GSP should be kept in each student's confidential file, commonly in administrative offices (not the cumulative folder).
  - The District must maintain permanent student records (such as transcripts), including the legal name.
- EDE will make the changes in Infinite Campus based on the GSP. Only an EDE administrator can change a student's gender marker and name in Infinite Campus (IC). Once these changes are made in IC, they will be reflected in the student's district email accounts and Canvas LMC accounts in one to two days.



Clark County School District  
**Policy 5138: Addressing the Rights and Needs of Students with Diverse Gender Identities or Expressions**  
**Gender Support Plan**

- New GSP
- Addendum
- Review

The Clark County School District is committed to providing a safe, inclusive, and respectful learning environment for all students, including students with diverse gender identities or expressions, at all District facilities, including but not limited to school buildings, school buses, school grounds, and at school sponsored activities. State law protects students from discrimination based on gender identities or expressions.

The Gender Support Plan (GSP) will address ways to support the rights and needs of students with diverse gender identities and expressions.

**Gender Support Team:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_

**Student's First, Middle, and Last Name:** \_\_\_\_\_

504  IEP

**Student's Requested/Chosen Name:** \_\_\_\_\_

**Student's Sex Assigned at Birth:** \_\_\_\_\_

**Student's Gender Identity:** \_\_\_\_\_

**Purpose of the Meeting:**

- Information
- Name Change
- Gender Marker Change

**Has the parent(s)/legal guardian(s) submitted a written request to the school administrator regarding the student's name change/gender identity?**

- Yes
- No

**The District shall protect the privacy of each student governed by Policy 5138 (Pg. 3 IV.A.1 a-e).**

**District employees shall not disclose information that may reveal a student's gender identity or expression status:**

- to other students;
- to the parent(s)/legal guardian(s) of other students;
- to staff members, unless there is a specific need to know;
- unless legally required to do so; or
- unless the parent(s)/legal guardian(s) has authorized, in writing, such disclosure.

As provided support, list specific school-based personnel who may serve as part of a support network.

Optional: \_\_\_\_\_

**Policy 5138 Pg. 4 IV.B.1.b.** The District is required to maintain in perpetuity mandatory permanent student records (such as transcripts), which include the student’s legal name and gender as indicated on official government-issued documents.

**Use of Facilities: (Restroom)**  
Refer to Policy 5138 (Pg.5 H.1 a-c)  
Option 3 \_\_\_\_\_

**Locker Room or Other Facilities:**  
Refer to Policy 5138 (Pg. 6 H.2 a-c)  
Option 3 \_\_\_\_\_

Notes: \_\_\_\_\_

Notes: \_\_\_\_\_

**Overnight Field Trips:**  
Refer to Policy 5138 (Pg. 6 H.3 a-c)  
Option 3 \_\_\_\_\_

**Is the student planning to participate in sports?**  
Refer to NIAA policy, adopted on April 6, 2016.  
Yes, informed \_\_\_\_\_

Notes: \_\_\_\_\_

Notes: \_\_\_\_\_

**What clubs or activities does the student participate in or desire to participate in?**

\_\_\_\_\_

**This form was completed by:** \_\_\_\_\_ **Form completed on:** \_\_\_\_\_

This plan will be retained at the school site and the Equity and Diversity Education Department.

**Signatures** (Typed signatures are not acceptable):

\_\_\_\_\_  
\_\_\_\_\_

Approved     Rejected    \_\_\_\_\_  
School-Site Administrator – Signature

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Dual-Enrollment     IC Photo     EDE Mentoring     Google Email     Canvas
- Transportation     Google Drive/Download – Google Takeout     Standardized Testing

Note: All parties have approved the requests outlined in the Gender Support Plan. This document will take effect on the next school day after all parties have agreed and signed the Gender Support Plan.