

PowerSchool Name and/or Gender Change Process

Parent/guardian and Student approach the school together - proceed with the following:

- Refer to Counselor or SCRS.
- Counselor/SCRS discusses with family where all the name and/or gender changes will occur (PowerSchool, Canvas, etc.)
- Counselor/SCRS discusses the difference between school documents and legal documents (grade card vs. social security card) and when a legal name and/or gender must be used.
- Inform the family this change will remain in place for the duration of the school year and subsequent years unless a meeting is scheduled to discuss a change.
- Provide parent/guardian with name and/or gender change understanding document to read and sign (ideally this conversation occurs in person.)
- On the Demographics or Student Enrollment page in PowerSchool - Counselor/SCRS enters the birth name and/or gender in the Legal Name or Legal Gender field and chosen name and/or gender in the Student's Name and Student's Gender field.

Student Information			
Student's Name (Last, First Middle)	<input type="text"/>	*	<input type="text"/> <input type="text"/>
Legal Name (Last, First Middle)	<input type="text"/>	,	<input type="text"/> <input type="text"/> <input type="text"/> <input type="button" value="Copy"/>
<small>Legal Name is only required to be populated if different than the (preferred) name above.</small>			

- Notify the administrator of the change following the determined building process.
- Follow the building process for notifying staff associated with the student.
- Forms are kept by either the SCRS or one of the counselors in the building. They are not included in a student's cumulative file or scanned into student records.
- Send in the student's device to IT for a new sticker with the changed name.
- Ensure teachers are notified so they may recreate any lists/rosters they made prior to the name change.

A student approaches the school individually - proceed with the following:

- Refer to the Counselor or SCRS.
- Counselor/SCRS discusses speaking to parents/guardians with the student.
- If the student agrees and the parent/guardian is supportive of the name and/or change, follow the process listed above.
- If the student disagrees or agrees but the parent is not supportive, the building will follow an informal process established per building without changing the student's name and/or gender in PowerSchool.