

**TO: Building Administration, School Counselors**

**RE: Transgender Student Preferred Name Guidance | Adding Preferred Name in SIS**

## Key Points -

As school leaders and trusted adults, do your best to provide a safe educational environment for all students, and to treat all students with dignity and respect, regardless of a student's sex, sexual orientation, gender identity | expression, transgender status, or other characteristics.

Generally, parent(s) or legal guardian(s) have authority and legal rights for decision-making for a minor child for which they are responsible. If a student is 18 and technically not a minor, the law is unsettled, however, in that case, the parent(s) or legal guardian(s) could have the final say. If you have followed the guidance below regarding an 18 year old student and a disagreement remains between the student and the parent, seek additional guidance from your immediate supervisor.

If a decision is made and communicated that a preferred name will or will not be added in SIS, it is imperative that everyone who teaches, communicates with, or comes in contact with the student supports the parent(s) or legal guardian(s) decision for the name in which the student will use.

**Official school records will be maintained with the student's legal name, as on their birth certificate, unless a court ordered legal name change has been signed by a judge.**

## Guidance -

When a student requests to be called by a preferred name and asks that a preferred name be added in SIS.

- Talk with the student, preferably the student's school counselor or principal;
- Determine if student's preferred name preference is known to parent(s) or legal guardian(s) and accepted;
- If a student's preference is not known to parent(s) or legal guardian(s), school staff (counselor | principal) should encourage the student to talk to their family about their wishes;
- Student, parent(s) or legal guardian(s) will confirm with counselor | principal there is agreement with utilizing the preferred name;
- If student is hesitant to talk with parent(s) or legal guardian(s) then the school counselor | principal may facilitate a conversation between the student and family if the student wishes to pursue a preferred name request;
- If the outcome from meeting is agreement, then make the preferred name update in SIS;
- If the outcome from the meeting is agreement, then enter the preferred name into the PREFERRED NAME field in Student User Defined Data; DO NOT adjust the first name field with the preferred name.
  - In these particular cases, a principal can email IT ( ) with a request to include this student in a custom process that displays their preferred name in Google products in place of their first name.
    - Note: this would not apply to preferred name situations such as Joseph vs Joe, but Joseph vs. Josephine
    - Teachers should adjust their preferences to display Preferred Name in 360.
- If the outcome from the meeting is that the parent(s) or legal guardian(s) does not agree, then a preferred name should not be updated in SIS;
- The outcome of the decision should be added into the SIS parent contact log noting parent(s) or legal guardian(s) agree or do not agree to the student's preference to update preferred name in SIS..

## **Additional Considerations -**

Due to the sensitive nature of this topic, school staff should carefully evaluate a student's request and should generally avoid advising parents of such gender issues without the consent of the student unless there are circumstances where the welfare or safety of the student makes such disclosure appropriate.