

Brunswick School Department Gender/Name Request Procedures

Request to Change Gender Identity

A student who asserts that their gender identity or expression is different than that assigned at birth may request that their gender be changed in school records. This request shall be initiated with the school counselor who will discuss with the student their particular circumstances and needs.

In general, Brunswick School Department will accept a student's assertion of their gender identity when there is consistent and uniform assertion of the gender identity, or any other evidence that the student's gender identity is sincerely held as part of their core identity. If the counselor determines that the assertion is sincere, the counselor and the students shall complete the [Preferred Name/Gender Change Form](#) to document and effect the change in school records. The counselor shall also inform the student's teachers and administrators of the change.

If the educational institution has a credible, objective reason to believe that a student's gender identity is being asserted for an improper purpose, it may request additional evidence supporting the student's stated gender identity. Satisfactory additional evidence may include, but shall not be limited to, the following:

1. A written statement from a physician, physician's assistant, nurse practitioner, or nurse who has been involved with the student's health care;
2. A written statement from a psychologist, psychiatrist, or social worker who has met with the student;
3. Passports or other formal documents showing the student's gender identity;
4. Familial documents, such as family photographs or statements from the student's parent(s), guardian(s), or other adult relative(s);
5. A statement from an adult who is close to the student and can speak to the student's core gender identity.

Medical records may not be required as proof of a student's gender identity.

Students should be permitted to dress in a manner consistent with the student's gender identity, subject to any dress code adopted by the educational institution. The dress code should be applied to the student consistent with their gender identity.

In the event that the student and their parent/legal guardian do not agree with regard to the student's sexual orientation, gender identity, or gender expression, the school will, whenever possible, abide by the wishes of the student with regard to their gender identity and expression while at school.

Request to Change Name

A student may request that Brunswick School Department staff address the student by a chosen name other than their legal name and use pronouns consistent with the student's gender identity. This request shall be initiated with the school counselor who will discuss with the student their particular circumstances and needs.

In general, Brunswick School Department will accept a student's request to change a preferred name if it is a sincere request and is consistent with the student's gender identity. If the counselor determines the request is sincere, the counselor and the students shall complete the [Preferred Name/Gender Change Form](#) to document and effect the change in school records. The counselor shall also instruct the student's teachers and administrators to address the student by the student's preferred name and use pronouns consistent with the student's gender identity. Inadvertent slips and honest mistakes will not be considered a violation of the Act, but a pattern of refusal to acknowledge a student's gender identity by using their preferred name and pronouns may be considered to constitute such a violation.

In the event that the student and their parent/legal guardian do not agree with regard to the student's preferred name, the school will, whenever possible, abide by the wishes of the student with regard to their preferred name and pronouns while at school.

Although a student's preferred name may be changed, their official record shall bear their legal name, which may be changed only upon proof that the student's legal name has been changed pursuant to a court order.

[Maine Human Rights Commission 2016 Memo](#)