

Transgender and Gender Expansive Student Plan

Name/pronouns and/or gender changes are made when a Transgender/Gender Expansive Plan has been completed between the student and the school that the student is attending. The school counselor is responsible for the development and maintenance of the plan. Copies of the completed plan will be uploaded by the counselor to "Person Documents" under Student Information in Infinite Campus. The school counselor is responsible for communicating the change to the appropriate individuals that should be aware of the change, to the secretary to complete the update to the student's name and/or gender in Infinite Campus, and to the Director of Technology to update Google. A student's preferred name will be used in all cases except official documents. Official documents include IEPs, 504 plans and transcripts. Due to the nature of technology systems containing student data that may require modification, other potential staff with a legitimate educational interest may include:

- Health Office
- Technology
- Director of Special Services
- 504 Coordinator

Infinite Campus Directions and Information:

- Create a NEW identity record and move the student's legal name and/or gender to the legal fields under the Protected Identity section. Enter the student's preferred name and gender in the First Name, Middle Name, Last Name, Suffix and Gender fields. Add any pronouns as identified in the Plan.
- Notify the Infinite Campus Administrator that there is a name change in order for other student applications/programs to be updated with the new name.
- Report cards templates are set to print the preferred name.
- Transcript templates are set to print the legal name.
- State Reports utilized for reporting to the DOE will pull the Legal Name.
- The 'Identity Information' is where the student's preferred name and/or gender will be located. The 'Identity Information' is what populates the Student Demographics Summary and all other areas of Infinite Campus as well as systems that sync from Infinite Campus data with the exception of Google that must be updated manually.

While technology systems can assist with adherence to the plan, there are many instances where communication may need to occur between staff outside of technology systems. In these cases this responsibility for communication should be included in the written plan.