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| \\PRDECHOME11\11\113\113902\Desktop\emblem.gifStudent Information San Diego Unified School District  Change Request 4100 Normal Street  (SDUSD ONLY) San Diego, CA 92103 (619-725-5595) |

➊ New Enrollment Change to existing enrollment

Yes

No

➋ Has student ever been enrolled in a district school under another name? ­­­­­­­­­­­­­­­­

What name

➌ Permanent Student Information Record (i.e. birth certificate, passport)

Gender

Middle Name

First Name

Suffix

Last Name

Male

Female

SDUSD Student ID #

Date of Birth

➍ Actual Student Information for Student Information System

Gender

Middle Name

First Name

Male

Female

**NOTE:** If student does not have parent support, change to gender should remain on this form only. Schools should not update the gender in PowerSchool as it will print out on the enrollment form and other documents that parent or guardian can see.   
 ➎Personal Pronouns: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To SDUSD employees reviewing this document: Student records may only be reviewed if necessary for the performance of job responsibilities. Confidential student information shall not be shared with any other persons unless authorized by the parent/guardian or student over 18. Violation of federal and state confidentiality laws and Board policy may be cause for discipline up to and including termination.

* The school roster shall use the name and gender provided by the student/family pursuant to Administrative Procedure 0114 that references (AB1266).
* The school principal will be informed of the legal name/gender. The principal shall consult with the parent/guardian/student to determine which other staff should be informed, if any.
* The family/student must notify the district if transcripts or other documents with legal name/gender are needed for college or financial aid applications, or any other reason.
* The birth certificate/hospital record shall be maintained in the student cumulative folder.

*Legislation provides that “Students shall have the right to be addressed by a name and pronoun corresponding to their gender identity as expressed by the student and asserted at school. Students are not required to obtain a court ordered name and/or gender change or to change their official records as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity****. This directive does not prohibit inadvertent slips or honest mistakes, but it does apply to an intentional and persistent refusal to respect a student’s gender identity****. The requested name shall be included in the district’s electronic database in addition to the student’s legal name, in order to inform teachers of the name and pronoun to use when addressing the student.”*

*The birth certificate or hospital document with legal name and gender will be maintained in the cumulative folder, as required by state regulation. 5 Cal. Code Reg. 432(b)(1)(A), (D)(District must maintain permanent record with legal name and gender). The permanent record will be changed if there is a legal change of name or gender. In the case of an emergency, legal name and gender will be given to law enforcement and emergency medical personnel in additional to actual name and gender.*

Upon completing the Student Information Change Request form, the Registrar/Enrollment Clerk enters the changes in the Student Information System.

The form does not make changes to a student’s permanent record. For more detailed information refer to AP0114, AP6520, or consult Program Manager for LGBTQIA Education and Advocacy.

**NOTE:** If student **does not** have parent support, schools **should not** update the gender in PowerSchool as it will print out on the enrollment form and other documents that parent or guardian can see.

**Official use only**

Submitted at/taken by Date HO# Entered by Date

Upon completing this form the following documents may have the student’s new (“Actual”) name. Please check which documents you would like to reflect your actual name.

Teacher Roster information

Student ID card

Year Book

Diploma

Graduation Document

Lunch PIN Number

Bus Roster

Do you give your consent to school personnel to disclose your name and gender change to your parents/guardian/caregiver?

Yes  No Student Signature: Date:

Parent/Guardian Signature (*optional)*: Date: