



# Student Resource Guide & Frequently Asked Questions

## What are my rights?

All students in Portland Public Schools have the right to:

- Be treated equally and be free from bullying, harassment and discrimination, regardless of sexual orientation, gender identity or gender expression.
- Have a GSA (QSA/SAGA) club at their school, and for that club to be treated the same as other clubs on campus.
- Assert their gender identity at school, and be addressed by a name and pronouns that correspond to their gender identity.
- Have access to a bathroom and locker room that corresponds to their gender identity, and to make alternative arrangements to dress down for PE if they feel uncomfortable in the locker room.
- Participate in PE and sports that correspond with their gender identity.
- Wear clothing that expresses their gender identity (as long as it follows PPS dress code, which applies to all students regardless of gender.)
- Report bullying or harassment without fear of consequences or retaliation and have that report acted on by administrators.
- Be out about their identity at school. (And also, to keep to keep their identity private if they choose to do so.)
- With parent permission, students can change their first name in the school's information system. Without parent permission, students can change their preferred name in the school's information system.
- With parent permission, students can change their gender marker to male, female, or nonbinary in the school's information system. All that is needed to make this change is a written request to do so. No legal gender change documentation is needed. (If a student does not have parent permission to make this change, the student still has the right to be referred to by the pronouns that correspond to their gender identity.)

These rights are based on the Oregon Equality Act of 2007, Title IX, The Oregon Department of Education Guidance to School Districts: Creating a Safe and Supportive School Environment for Transgender Students Issued May 5, 2016, and the PPS Administrative Directive on Transgender, Nonbinary and Gender Diverse Students.



## How do I start the process of changing my name and/or gender in the student information system?

You can complete the gender/ name change form which is located in your school office and/or in this guide. This document includes instructions on what types of changes you can make with or without the approval of a parent/guardian. You also have the right to request a meeting to voice your needs and wishes.

- **Change of Legal First Name**  
If requested by the student and approved by a parent/guardian, a student may change their First Name in the student information system. The First Name field will contain the Preferred Name, and the legal First Name will be moved to Middle Name field. For students who have legally changed their name, presentation of the name change document will automatically be registered by the school. In all instances, the student shall retain the same SSID.
- **Change of Preferred Name**  
If the student does not have approval by a parent/guardian OR they do not want to change the legal first name field, then the student may request that their Preferred Name be entered in the "preferred name" field. Currently, preferred name field does not show up on all reports or documents, so the student/family should be aware that in this case, the legal first name may still show up on school related documents.
- **Change of Gender**  
If requested by the student and approved by a parent/guardian, schools shall change the student's gender in the student information system. Current options include female, male, or nonbinary. This written request is considered sufficient documentation. Students/families should be aware that gender categories are not confidential and can be viewed by school staff.
- **Confidentiality**  
If the student has chosen to keep their name or gender confidential from a parent/guardian, the school cannot change the official information in the student information system. However, the School Support Plan should serve as a resource for ensuring preferred names and pronouns are honored throughout the school day.

## What is the difference between "Legal Name" and "Preferred Name" in the information system?

At the time of creation of this Guide (2019), the name that is indicated in the Legal Name field is what most often appears in school documents and reports, and therefore will be seen by staff and possibly students as well. We are working to ensure that the most commonly used reports, such as substitute lists, default to using Preferred Name. If it is not possible or not desired to change the Legal Name field, changing the Preferred name can be used to help ensure that teachers utilize the Preferred name when referring to students, and can be used to make changes in ID cards, email addresses, etc.

## What do I do if school staff still mess up my name and pronoun?

Students of all ages have the right to be addressed by a name and pronoun that corresponds to their identity. If you have already met with the school to develop a plan, then you should report these incidents to the trusted school staff that you have identified. If misgendering or using incorrect name persists, or if you do not have a person to report to at the school, you should report to the PPS Department of Student Success and Health ([Studentservices@pps.net](mailto:Studentservices@pps.net)) or the district Title IX coordinator ([TitleIX@pps.net](mailto:TitleIX@pps.net)).



## What if my parents don't support my identity?

You have the right to initiate a support planning meeting with your school that would address access to facilities that align with your gender identity, safety, and any other issues you wish to address. This meeting can happen with school staff without having to involve your family (if you choose).

In this meeting, you also have the opportunity to clarify what name and pronouns you would like to use at school, and how you would like school staff to refer to you when speaking with your family. This may be different, depending on your preference.

School staff is also available to support you in speaking with your family about your identity if you would like that support. You can speak with a counselor, teacher, or other trusted adult about how to support you best. As always, you have additional support through the GSA (Gay Straight Alliance or Gender and Sexuality Alliance), QSA (Queer Straight Alliance), or SAGA (Sexuality and Gender Alliance) at your school. If you do not have a GSA, QSA or SAGA at your school, you can start one. Please contact the Department of Student Success and Health (Studentservices@pps.net) for assistance, or speak with trusted staff person at your school.

## Can I play on the sports team that is aligned with my gender identity?

Yes. The PPS Administrative Directive states that students may participate in gender segregated PE activities and intramural athletic teams that align with their gender identity. Furthermore, the OSAA (Oregon School Activities Association) revised their policy during the 2018–2019 school year and now allows students to participate in OSAA sports teams that align with their gender identity. For more information, please see the [OSAA gender identity participation policy](#).

## How do I request a meeting to make sure my school knows the plan for restrooms, field trips, sports, and other things?

Your school office or counselor has a form to request a meeting. You can also find it in this guide. This meeting would be led by a school administrator and/or school counselor and should be scheduled within 10 school days of your request.

## What do I do if 10 days have passed since my family and/or I requested a school support plan meeting?

If the form was sent by email, start by checking that it was received. You or your family should report the delay to the PPS Department of Student Success and Health (Studentservices@pps.net) or the district Title IX coordinator (TitleIX@pps.net).

## Are there resources that I can go to learn my rights and get support?

Student Success and Health has a page on the [PPS website](#) that includes a list of updated LGBTQ resources. Here are a few:

**[Sexual & Gender Minority Youth Resource Center \(SMYRC\)](#)**

**[Q Center](#)**

**[TransActive Gender Center at Lewis and Clark College](#)**

**[Trevor Hotline: LGBTQ Youth Helpline: 800-850-8078 \(866-4-U-TREVOR\)](#)**

**[GLBT National Help Center](#)**

