



Student Name and/or Gender Marker Change Form

Change of “Legal First Name” field *without* legal documentation

PPS policy permits any student to change their name in the “Legal First Name” field without parent permission or legal documentation. In these cases, the “Legal First Name” field will contain the affirmed (preferred) name; then the legal first name will be moved to the “Middle Name” field. Students should be aware that a change to the ‘legal name’ field will be visible to everyone, including parents, and will be printed on attendance rosters, report cards and other official PPS documents. If a student is not out to their family/guardian, they should discuss all options with a trusted adult in their school building prior to making a change/update.

Current name

Legal Last Name	Legal First Name	Middle Name	Suffix	Student ID	Grade	Gender	Non-Binary Gender
Bieberich	Brittney	D					Non-Binary

The screenshot shows the 'Student Information' section of a form. The 'Legal First Name' field contains 'Brittney' and the 'Middle Name' field contains 'D'. The 'Legal Last Name' field contains 'Bieberich'. The 'Gender' field is set to 'Non-Binary'.

Affirmed name

Legal Last Name	Legal First Name	Middle Name	Suffix	Student ID	Grade	Gender	Non-Binary Gender
Bieberich	Daniel	Brittney					Non-Binary

The screenshot shows the 'Student Information' section of a form. The 'Legal First Name' field now contains 'Daniel' and the 'Middle Name' field contains 'Brittney'. The 'Legal Last Name' field remains 'Bieberich'. The 'Gender' field remains 'Non-Binary'.





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Change of “Legal First Name” field with legal documentation

A student who changes their name with the government can bring documentation into their school and the name change, as shown in those documents, will be made in the student information system.

In all instances, the student shall retain the same SSID.

To add a name to the “Preferred Name” Field

If a student does not want to change the legal first name field, enter a name in the “Preferred Name” field. The student/family should be aware that this option may result in the legal first name still showing up on school related documents. This is especially important in the context of substitute educators and the attendance rosters they use. Students with a name in the “Preferred Name” field will likely be dead named when a substitute educator fills in for the day. We are working to find a solution to this gap in the Synergy software.

Preferred name

The screenshot shows the 'Student Information' section of a software interface. The 'Preferred Name' field is highlighted with a red rectangular box. Other fields visible include 'Legal Last Name' (Bieberich), 'Legal First Name' (Brittney), 'Middle Name' (D), 'Student ID', 'Grade', 'Gender' (Non-Binary), 'Non-Binary Gender' (Non-Binary), 'Screened Language', 'Student's Language', 'Language Spoken to Student at Home', 'Family Interpreter Needed', 'SSID', 'Birth Date', 'Birth City', and 'Birth Verification'.

Preferred First Name

This screenshot is similar to the previous one but shows the 'Preferred First Name' field highlighted with a red box. A callout box with a yellow background and black border contains the name 'Daniel'. Two black arrows point from the callout box to the 'Preferred First Name' field in the form. The 'Preferred First Name' field in the form contains the text '(Daniel)'. Other fields are the same as in the previous screenshot.





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Change of Gender Marker

If requested by the student, schools shall change the student’s gender marker 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 marker categories are not confidential and can be viewed by school staff.

Confidentiality

If a student is not ready to disclose their identity to their caregivers, the Gender Support Plan should serve as a resource for ensuring the correct names and pronouns are honored throughout the school day.

“Legal First Name” Field v “Preferred Name” Field

It is important to understand the difference between these two fields before making a decision to proceed. A change to the respective fields is reflected in various spaces. See the list below:

Legal First Name	Preferred Name
<ul style="list-style-type: none"> ● Report cards ● ParentVue ● StudentVue ● Attendance Rosters (for teachers and substitutes teachers) ● Transcripts ● Diploma <p>Take home: a change here will be seen by teachers, staff, family, and possibly other students. This option significantly reduces the chances of inadvertently being deadname.</p> <p>Caveat: if a student comes from an unsupportive home or is not out at home, a change here will out them.</p>	<ul style="list-style-type: none"> ● Sometimes on attendance rosters* ● PPS staff Synergy views <p>Take home: a change here can be seen by PPS but <i>does not guarantee</i> consistent use without advocacy despite district stance on using affirmed name and pronouns for all students</p> <p>Caveat: if a student comes from an unsupportive home or is not out at home, a change here will not out them.</p> <p>*We have begun training classified staff on the use of the proper report that will <i>always</i> pull from the preferred name field.</p>





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Please fill out the information below and return this form to the front office of your school building. This is **NOT** to be added to the student's file. Some Schools maintain an on-site file to log forms (ex: DHS reports etc.). If your school maintains records in this manner, please make sure this form is kept separate from the educational record. It is not necessary to send/share this form with the district's central office.

SSID:		Date of Birth:	
Student Current Full Name in Synergy (First, Last):		Grade Level:	

Student wishes to Change Gender Marker	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Current Gender Marker in Synergy	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Nonbinary	Change To:	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Nonbinary
Student wishes to Change Legal First Name Field	<input type="checkbox"/> Yes <input type="checkbox"/> No	Update To:	
Student wishes to Change Preferred Name	<input type="checkbox"/> Yes <input type="checkbox"/> No	Update To:	

X Student Signature or Printed Name	Date

X Parent/Guardian Acknowledgement (not required for submittal)	Date

Form received by (staff name)	Date

Synergy Update completed by (staff name)	Date

<input type="checkbox"/> The Administrative Directive has been reviewed by staff	

