



# Student Name and/or Gender Marker Change Explained

## Change of "Legal First Name" Field

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 name\* ; then the legal first name will be moved to the "Middle Name" field.

Students should be aware that a change to the "Legal First 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.

## Change of "Legal First Name" Field with Legal Documentation

A student who changes their name with the government can bring documentation into their school. 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 guest educators and the attendance rosters they use. Students with a name in the "Preferred Name" field will likely be dead named when a guest educator fills in for the day. We are working to find a solution to this gap in the Synergy software.

**\*Affirmed name:** the name a person uses that represents (affirms in a positive way) who they are and how they wish to be referred to and identified at school.



# Student Name and/or Gender Marker Change Explained

## To Change your 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 School Support Plan serves as a resource for ensuring the correct names and pronouns are honored throughout the school day.

## "Legal 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 Name Field:

- Report cards
- ParentVue
- StudentVue
- Transcripts
- Diploma
- Attendance Rosters (for teachers and guest teachers)

**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 deadnamed.

**Caveat:** if a student comes from an unsupportive home or is not out at home, a change here **will out** them.



# Student Name and/or Gender Marker Change Explained

## "Legal Name" Field v. "Preferred Name" Field

### Preferred Name Field:

- Sometimes on attendance rosters
- PPS staff Synergy views

**Take home:** a change here may be seen by PPS staff. However, it does not guarantee consistent use without advocacy despite district stance on using affirmed name and pronouns for all students.

**Caveat:** if a student comes from an unsupportive home or is not out at home, a change here **will not** out them.

\* We have begun training classified staff on the use of the proper report that will always pull from the preferred name field.



# Student Name and/or Gender Marker Change Form

(this form is NOT to be uploaded to the student's file. Please keep onsite)

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 ( <i>not</i> 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	