



## **Student Name and/or Gender Marker Change Explained**

Portland Public Schools guidance allows any student to change their name in the “Legal First Name” field without caregiver signature or legal documentation. In these cases, the “Legal First Name” field will contain the asserted name\*.

### **Change of Legal First Name Field**

Students should be aware that a change to the “Legal First Name” field will be visible to everyone, including caregivers, and will be printed on attendance rosters, report cards, and other official PPS documents and can be viewed in ParentVue. If a student is not out to their family/guardian, they should have a discussion with a trusted adult in their school building prior to making this change. Both the student and the trusted adult may consult with the Program Manager for LGBTQ+ Supports if the student deems it necessary.

### **Change of “Legal First Name” Field with Legal Documentation**

A student who changes their name with the government can bring documentation to their school’s front office. The name change, as shown in those documents, will be made in the Student Information System upon receipt of those document.

*In all instances, students shall retain the same SSID*

### **Using the Protected Information screen in Synergy**

This screen within Synergy allows students to limit who has access to their legal name. Only school administrators and secretaries have access to view/change the Protected Information screen. When this screen is utilized, Synergy will only display a student’s asserted name in place of their legal name when their record is pulled up by all other PPS staff. If a student/family wishes to use the Protected Information screen, they should contact their school’s secretary or school administrator. Families may also, but are not required to, contact their student’s counselor to assist them with using this screen. Families who require or would like additional assistance with the Protected Information screen can reach out to PPS LGBTQ+ Supports ([lgbtq@pps.net](mailto:lgbtq@pps.net)).

\* Asserted name: A term to describe an individual’s accurate name, as asserted by the individual themselves.

## **To add a Name to the “Preferred Name” Field**

This screen within Synergy allows students to limit who has access to their legal name. Only school administrators and secretaries have access to view/change the Protected Information screen. When this screen is utilized, Synergy will only display a student’s asserted name in place of their legal name when their record is pulled up by all other PPS staff. If a student/family wishes to use the Protected Information screen, they should contact their school’s secretary or school administrator. Families may also, but are not required to, contact their student’s counselor to assist them with using this screen. Families who require or would like additional assistance with the Protected Information screen can reach out to PPS LGBTQ+ Supports (lgbtq@pps.net).

## **To Change Your Gender Marker**

If a student does not want to change the “Legal First Name” field, they may enter an asserted name into the “Preferred Name” field. Student and families should be aware that this option may result in the legal first name still appearing on school related documents. This is especially important in the context of guest educators and the attendance rosters. The likeness of students with a name in the “Preferred Name” field being deadnamed is high.

If requested by the student, schools shall change the student’s gender marker in Synergy. Current options include female, male, and nonbinary. Submission of the Name Change, Gender Marker Change form is considered sufficient documentation. Students/families should be aware that gender marker categories are not confidential and can be viewed by school staff and in ParentVue.

## **Pronoun Field**

Students may elect to add a pronoun to Synergy to further assist PPS staff properly identify them. Students, however, are not required to use this field and staff should not fill this in for a student without their express permission. Additionally, this field does not list all possible pronouns students may use. If a student wishes to use this field and their pronouns are included in the list, simply choose "update pronouns" and select the from the pronouns currently available in Synergy.

## **Confidentiality**

If a student is not ready to disclose their identity to their caregiver, the [School Support Plan](#) serves as a resource for ensuring the correct name and pronouns are honored throughout the school day.





## Student Name and/or Gender Marker Change Form

Please fill out the information below and return this form to the front office of your school building. This form is **NOT** to be added to a student's cumulative file or uploaded to Synergy. Please maintain a confidential on- site file to log forms (e.g. DHS reports, etc.).

SSID:

Date of Birth:

Grade:

Current First, Last Name in Synergy:

Current Gender Marker in Synergy:      Female      Male      Nonbinary

### Select all that apply below

Update Legal First Name Field to:

Update Preferred Name Field to:

Student would like to use the Protected Information tab in Synergy?

Yes

No

Update gender marker to:      Female      Male      Nonbinary

Update pronouns to:      Any, all      Ey, Em, Eirs

He, Him, His      She, Her, Hers      They, Them, Theirs

Xe, Xem, Xir      Ze, Hir, Hirs

Student Signature or Printed Name

Date

Caregiver acknowledgement  
(not required for submittal)

Date

Form received by (staff name)

Date

Synergy Update completed by (staff name)

Date

# STUDENTS' FREQUENTLY ASKED QUESTIONS



Revised  
July 2023





# Student FAQ

## 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 the name and pronouns that correspond to their gender identity.
- Have access to restrooms and locker rooms that correspond to their gender identity.
- 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 their identity private if they choose to do so).



## Student FAQ

- Students can change the "First Name" field or "Preferred Name" field in Synergy by filling out the Name Change/Gender Marker Change form. No legal name change documentation is needed. Students can change their gender marker to male, female, or nonbinary in Synergy by filling out the Name Change/Gender Marker Change form. No legal/medical documentation is needed.

These rights are based on the Oregon Equality Act of 2007, Title IX, Oregon Department of Education's *Supporting Gender Expansive Students: Guidance for Schools* (updated January 5th, 2023), and the PPS Administrative Directive on Transgender, Nonbinary and Gender Expansive Students (updated June 2023).

### **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 have 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 Program Manager for LGBTQ2SIA+ Supports ([lgbtq@pps.net](mailto:lgbtq@pps.net)).

### **How do I start the process of changing my name and/or gender marker in Synergy?**



## Student FAQ

Students can request to change their names and/or designated gender marker Synergy using the Name Change/Gender Marker Change form in this guide. The form can also be found on the LGBTQ2SIA+ Supports webpage (left column, click on "Forms") or in your school's counseling office or main office.

**Legal First Name Field:** 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.

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.

**Preferred Name Field:** Students/and families 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. Students with a name in the “Preferred Name” field will likely be dead named when a guest educator fills in for the day.

This field also appears in ParentVue, though not on the main screen.

**Gender Marker:** 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.





## Student FAQ

### **What is the difference between the "Legal Name" and "Preferred Name" in Synergy?**

The name 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. The name in the "Preferred Name" field 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. Names in the "Preferred Name" field don't appear on school documents and reports. We are working to ensure that the most commonly used reports, such as guest educator lists, default to using the "Preferred Name" field.

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

Develop a plan, and misgendering and/or dead naming persists, it is bullying and should be reported to Title IX ([www.pps.net/TitleIX](http://www.pps.net/TitleIX)) and the Program Manager for LGBTQ2SIA+ Supports.

### **What if my caregiver(s) doesn't support my identity?**

You have the right to initiate a Support Plan 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. Use the Meeting Request Form in this guide. The support meeting with school staff can take place 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 caregiver(s). This may be different, depending on your needs. School staff is also available to support you in speaking with your caregiver(s) about making a plan for how to talk with them.





## Student FAQ

### **What if my caregiver(s) doesn't support my identity?**

If your school has an LGBTQ+ affinity group (Gender and Sexuality, Queer Straight Alliance, Sexuality and Gender Alliance, etc), the advisor can serve as a support in setting meetings with school staff.

If you do not have a GSA, QSA, or SAGA at your school, you can start one. Please contact the Program Manager for LGBTQ2SIA+ Supports ([lgbtq@pps.net](mailto:lgbtq@pps.net)), visit the Genders and Sexualities Alliance page on the PPS website [www.pps.net/lgbtq](http://www.pps.net/lgbtq), and/or speak with a trusted staff person at your school for assistance with getting a group up and running.

### **Can I play sports?**

Absolutely! The PPS Administrative Directive states that students may participate in gender segregated PE activities and intramural athletic teams that align with their gender identity. Additionally, students may compete with OSAA teams that align with their gender identity. Students who are currently transitioning are encouraged to speak with the school's Athletic Director to get support with determining which team(s) is the right one for them.

For more information, please see the OSAA Gender Identity Participation policy (Section 40) and reach out to the Program Manager for LGBTQ2SIA+ Supports ([lgbtq@pps.net](mailto:lgbtq@pps.net)).



# Additional Notes



# Additional Notes



**THANK  
YOU**

