



Request For Name Change to A Student's Educational Record

PURPOSE

State and federal law, along with CEC School policy, require that all programs, activities, and employment practices are free from discrimination based on sex, sexual orientation, gender identity, and gender expression. These Guidelines are issued in keeping with these mandates to create a safe learning environment for all students and working environment for all staff, and to ensure that every student has equal access to all school programs and activities.

These Guidelines do not anticipate every situation that might occur with respect to students and staff, and the needs of each student and staff member must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of the student.

For school safety purposes, the School does not recognize or allow the use of names inconsistent with the student's official registration documentation or requests that do not adhere to this policy. The School reserves the right to deny a name change request that would lead to misrepresentation; used for illegal purposes or to avoid a legal responsibility; Multiple Preferred Names simultaneously for the same individual; Preferred Names that contain threats of violence or violations of copyright or other legal claims; Preferred Names that include non-alphabetical (a-z) characters; and/or a Preferred Name that the School deems inappropriate (e.g., vulgar, obscene, offensive, fictional, or creates confusion with another person).

DEFINITIONS

- "Chosen Name" means any name that a student requests to be known as that differs from the student's legal name, to reflect the student's gender identity.
- "Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's biological sex.
- "Official Records" These records include but are not limited to grades, transcripts, class lists, student course schedules, attendance records, health records, and student discipline files.

GUIDELINES FOR STUDENTS

Any student may inform a school staff member of their desire to be consistently recognized at school using their stated gender identity, and this request should be acted upon respectfully. Students ready to socially transition may initiate a process at the school to change their name, pronoun, and access to programs, activities, and facilities consistent with their gender identity.

Privacy

- All students have a right to privacy; this includes the right to keep private one's transgender or gender nonconforming status. Information about a student's transgender status, legal name, or biological sex assigned at birth also may constitute confidential information.
- School personnel should not disclose information that may reveal a student's transgender or gender nonconforming status to others, including school personnel and other community members, unless legally permitted to do so or unless the student has authorized such disclosure. In situations where the student has a desire to compete for their school in CHSAA-sanctioned activities, the school administration will work with the family to identify what information would need to be shared prior to submitting such information.
- School personnel should involve parents or guardians in the implementation of these guidelines and the process of social transition at school to support the student's well-being at school, but should first discuss the parental involvement with the student to avoid inadvertently putting the student at risk of harm by contacting the student's parents.

Official Records

- The School is required to maintain a permanent student record ("official record") that includes a student's name and gender. The School will amend a student's official record to reflect a change in first name and/or to reflect a change in gender upon receipt of appropriate documentation such as a written change of name request from the authorized record owner, or a court order from the parent or guardian substantiating the change.
- In situations where school staff or administrators are required by law to use or to report the legal name or biological sex of a student who is transgender but whose official record has not been amended, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

Names/Pronouns

- A student has the right to be addressed by a name and pronoun that corresponds to the student's gender identity. A court-ordered name or gender change is not required, and official records need not be changed.
- The intentional or persistent refusal to respect a student's gender identity (for example, intentionally referring to the student by a name or pronoun that does not correspond to the student's gender identity) is a violation of these Guidelines.

Following are the steps for requesting a change to a student's preferred name, legal name, and/or gender in Infinite Campus (IC) or MS Teams (Teams):

1. A student must make a formal request to the administration to change their preferred name in IC or MS Teams. This is to ensure that the change is consistently reflected in the records and that all parties needing the information for security purposes and to protect the student's privacy will be made aware. If a student makes a request to someone outside administration, the School can not ensure that the request will be fully implemented.
2. Administration shall confirm with the student that it is safe to contact the parent/legal guardian for the change to the educational record.
3. Administration will follow up via a phone call with parent/legal guardian and student to confirm the request.
 - a. A student cannot make a preferred name change request to official records as the parent/legal guardian is the owner of the student's educational record.
4. Administration sends School's consent form to parent/legal guardian to confirm name change. Once the form is returned, the change will be made.