Guiding Questions to Support Students Requesting a Name and/or Pronoun Change

Responses to the following items contain confidential information and will only be shared with staff on a need-to-know basis with input from the student and parent/guardian. They will not be kept as part of the student's cumulative records but rather maintained in a confidential location with student services or with the administrator. This information will transfer with the student such as from elementary to middle and middle to high school. If a student or parent/guardian does not wish for the shared understandings to be formally communicated to other schools, the responses to these questions may only be used to guide subsequent discussions with appropriate school staff.

Meeting Information

Meeting Date:

Student's ID:

Student's Preferred Name:

Meeting Participants:

School Contact Person (e.g., case manager, school counselor, GRT, etc.):

Names, Pronouns, Student Records

Is a Request for Name and/or Gender Change being submitted?

- Yes
- No

Preferred Name:

Gender:

- Male
- Female
- Non-Binary
- Not Specified
- Other:

Preferred Pronouns:

Are Parents/Guardians aware of student's gender identity?

- Yes
- No
- Unsure

Are Parents/Guardians affirming of student's gender identity?

- Yes
- No
- Unsure

Are friends, school staff, or other family members aware and/or affirming of student's gender identity?

- Yes
- No
- Unsure

If name and gender are not being updated in the student information system, describe specific situations and contexts in which the preferred name and pronouns will be used and how they will be communicated and reflected in documentation:

Sample Response: *All Synergy components (Synergy SIS, Synergy SE, Synergy gradebook, Synergy ParentVUE, Synergy StudentVUE) will still show the official, legal first name in any name field. However, this change will pass the requested name in the "Nick Name" field as the first name to other programs, like Schoology and other web applications through ClassLink.*

If parents/guardians are not aware or affirming of the student's gender identity, describe how school-home communication will be handled:

Sample Response: *Do you want your family to know? Do you need support when telling them? If you do not want them to know or are not ready for them to know, what are some reasons for not telling them? Allow student time to respond.*

As a school we will do everything we can to affirm you by using your requested name and/or pronouns. However, when we communicate with your parents/guardians, we will use the name and pronouns used by your parents/guardians. So, if we were to have a conference with them and you were present or if we were to send an email and you were included, we will be using your legal name and the pronouns associated with it. What are your thoughts about that?

Student Well-Being

Describe student's strengths:

Are there any safety concerns and how can the school help address them?

List/enlist any allies (peers and adults) in the school and describe how they may support the student:

What support does the student need from the school counselor/psychologist/social worker/school nurse/school staff?

What other resources, including community resources, would benefit the student?

FACE Resources for LGBTQIA Support

Confidentiality, Privacy, and Disclosure

Using input from the student and the parent/guardian (if applicable), discuss the following:

How public or private will information about the student's gender identity be?

Reminder for the student, if your parents/guardians are not aware or are not affirming and we tell multiple groups of people, they might find out. How can we start to prepare for the moment that occurs? What can we do to assist you?

Division-level staff will be aware (Superintendent, Director of Student Services, etc.):

- Yes
- No

If yes, specify who may know:

School Leadership will be aware (Principal, Assistant Principal, School Counselor, etc.):

- Yes
- No

If yes, specify who may know:

Teachers and/or other school staff will be aware:

- Yes
- No

If yes, specify the adult staff members who may know:

Student is open with others (adults and peers) about their gender:

- Yes
- No

Describe what information the student wishes to convey regarding their gender identity:

Describe how the student wishes the information to be shared, including when, by whom, and with whom (e.g., classroom announcement, communication with peers and/or other families, etc.):

Describe any additional privacy/disclosure situations and needs, including any specific dynamics with other students or staff members:

Reminders for school staff:

The school's student information system typically uses the student's name and gender as reflected on their birth certificate. As a result, when a student transitions at school, there are many ways in which a student's incorrect name or sex assigned at birth may inadvertently appear on documents generated by those systems.

Processes like enrollment, taking attendance, assigning grades and communicating with parents and caregivers can all easily compromise the student's privacy and undermine an otherwise supportive school environment. For example, a substitute teacher simply calling out names from the attendance sheet, which typically lists each student's legal name, can inadvertently disclose the student's transgender identity to their peers. Other typical stumbling points include after-school programs, school photos, outside professionals providing a service on campus, yearbooks, ID cards, posted lists, event programs, distribution of texts or other school supplies and standardized tests. Even in the most supportive of school settings, simple oversights can cause real trauma for a transgender or gender-expansive student.