



## Changing a Student's Name and/or Gender at School

### *Frequently Asked Questions*

**Q: What does it mean to request a Preferred Name and/or Gender?**

This process allows for an alternate profile to be created in LPS technology systems using a preferred name and gender. This new information will show up to staff and in lists or reports generated in Infinite Campus and other technology systems. A PREFERRED name and gender can be used on many records but there are still some documents and reports that require the use of the LEGAL name and gender.

**Q: What is the difference between a PREFERRED Name/Gender and LEGAL Name/Gender?**

These terms are used to distinguish between what is currently on the LEGAL government-issued documents (birth certificate, etc.) and what the student PREFERS to use. These terms are important because school districts are required to maintain records of the LEGAL name and gender regardless of what the student uses on a daily basis at school.

**Q: Are there other options available if we aren't ready to change the name/gender in district systems?**

Yes. We encourage students and families to consider this decision carefully. A student can request use of a nickname and alternate pronouns at school without making a formal change. We ask that you work with your school mental health provider (Counselor, Social Worker or Psychologist) to discuss the options and plan for potential social impacts, etc. It is important to note that if a student wants to be called by a different name and gender at school, they are essentially "going public" with this information.

**Q: What if I have reservations about my student's desire to use a new name or gender at school?**

Please reach out to the school mental health provider (Counselor, Social Worker or Psychologist) or administrator if you have questions or concerns about your student. There are also many community resources on the [LPS website](#).

**Q: What if we change our mind or want to make another change in the future?**

We can make additional changes in the future, but it is important to know that making multiple changes to name/gender records can create significant challenges in the future, including confusion on transcripts, etc. We strongly encourage you to think carefully before making multiple changes.

**Q: What do we need to know if we select a Non-binary gender marker?**

Because many technology systems still do not have a non-binary gender option, this may cause errors in systems that link to LPS data. A specific support plan for the student will be established with the school mental health professional. Students will not be allowed to access both male and female facilities. Non-binary students who use gender-specific facilities must select one gender to use consistently.

**Q: My child's name was changed legally by a court order. Do I need to submit this form?**

You do not need to complete this form if your child's name was already legally changed. Please submit the documentation of the change to your school registrar.