



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Name and/or Gender of Pupils for Purposes of School Records

NUMBER: BUL-5703.2

ISSUER: Cynthia Lim, Executive Director
Office of Data and Accountability

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DATE: July 17, 2014

ROUTING

All Employees
All Locations
All Principals

POLICY: The purpose of this Bulletin is to establish uniform policy and procedures for identifying and indicating the name and/or gender of a pupil for purposes of school records. This bulletin applies only to school records maintained by the Los Angeles Unified School District.

MAJOR CHANGES: This revision replaces Bulletin 5703.1, dated February 27, 2012. This bulletin provides updated information to the procedural changes regarding the names and genders of pupils in school records.

GUIDELINES: The following guidelines apply.

I. INTRODUCTION

The guidelines contained in this bulletin relate to the names and/or genders of pupils for purposes of school records. A parent, legal guardian or a student on behalf of him/herself, may request registration of a student under an additional name and/or gender differing from the student's legal name as provided herein. Below are the legal documents to verify the student's legal name and/or gender. Additionally, information is provided in cases when a parent, through formal court proceedings, changes the student's name and its requirements. Furthermore, information is provided for students choosing to use a nickname or transgender names and its requirements.

II. OFFICIAL LEGAL NAME

A. The official legal name and/or gender of a pupil shall be the name and/or gender that appear on one of the following documents, submitted by the parent/guardian/caregiver:

1. Certificate of birth.
2. Baptism certificate duly attested.
3. Passport.
4. Health office or vital statistics record of birth date.
5. Affidavit of the parent, legal guardian, or custodian of the minor. The affidavit must certify the birth date and must also state that a certificate of birth is not obtainable.
6. A letter from the Bureau of Public Services may be accepted in lieu of one of the above types of proof if such letter verifies the birth date of the child according to Department of Public Services Records and includes a statement of how the birth date was verified.



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- B. Pupils admitted to District schools shall be enrolled under the surname and/or gender shown on the official document, as noted above, that is presented at the time of admission.

III. LEGAL CHANGE OF NAME AND/OR GENDER

- A. When the name and/or gender of a child are changed by appropriate court proceedings, such as by adoption or change of name proceedings, that name is the official legal name and/or gender of the pupil for all purposes, including school registration.
- B. Upon the submission of proper evidence of the court action, the official name and/or gender in school records may be changed to reflect the legal name change.
 - 1. A copy of the court document reflecting the legal name and/or gender change should be retained in the pupil record.
 - 2. Pupil records created under the student’s former name and/or gender must be kept with the former name and/or gender. These records, however, should be cross-referenced with the new name and/or gender.
 - 3. All pupil records created after the receipt of appropriate court documentation of the name and/or gender change should reflect the new name and/or gender change.

IV. UNOFFICIAL CHANGE OF NAME AND/OR GENDER

- A. When a student or parent/guardian requests that the student be enrolled in school under a name and/or gender different from that appearing upon documentary proof of age or school records (Section II,A), this may be accomplished by completion of a Name and/or Gender Change Form (Attachment A).
- B. The student or parent/guardian may complete the Name and/or Gender Change Form at the school.
- C. After the school accepts the completed Name and/or Gender Change Form, the school shall change the name of the student in the enrollment screen of the District’s electronic data system and indicate the unofficial name as an “Also Known As” in the cumulative folder. In the cumulative folder and registration card, data should be cross-referenced. The notation may be made as follows:

Jones	(Smith)	John	Jay
<i>Surname by the child is known</i>	<i>Surname appearing the birth certificate or other official documentation of the student’s legal name</i>	<i>First</i>	<i>Middle Name name or initial</i>



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V. NICKNAMES, PREFERRED NAMES AND PREFERRED GENDER

- A. As of February 3, 2014, nicknames and preferred names are to be entered in the Preferred Name field in the Student Information System. In addition, the student's preferred gender is to be entered in the Gender field if applicable. Doing so causes the desired name and gender to appear on teacher rosters, but not on official records and documents such as cumulative files, report cards and transcripts.
1. The data entered in the Preferred Name field is at the request of the student or the student's parent/guardian.
 2. In cases where a nickname, preferred name and/or a preferred gender will be used for a student, the student or their parent/guardian may complete the attached Name and/or Gender Change Form. For more details, refer to, Attachment A Name and/or Gender Change Form.
- B. For policy on use of the Preferred Name and/or Gender field for transgender students, see District policy bulletin, BUL-6224.0, *Transgender Students – Ensuring Equity and Nondiscrimination*, issued by the Office of General Counsel.

- AUTHORITY:**
- California Code of Civil Procedure section 1275 *et seq.*
 - Education Code section 48002
 - Family Code section 2080
 - Health and Safety Code sections 103430, 103435
 - Welfare and Institutions Code section 366.3
 - Board Rule 2001

RELATED RESOURCES: Los Angeles Unified School District Name and/or Gender Change Form

ASSISTANCE: For assistance, please call Elementary SIS Support at 213-241-4617 or Secondary SIS Support at 213-241-4850.



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ATTACHMENT A

**Los Angeles Unified School District
Name and/or Gender Change Form
(Unofficial Change of Name and/or Gender of Minor in LAUSD Pupil Records)**

I, _____, hereby request to have my name or my child's name
changed from (Student's Official Name) _____,
and this day forward be known as: _____.

And furthermore, if applicable, be identified with a preferred gender of (Check One): Male Female

I understand that this form applies only to unofficial pupil records maintained by the Los Angeles Unified School District, that the legal name and gender must remain on the official pupil records, and that this form does not substitute for an official name and/or gender change, which would require a court order.

Date: _____

Print Name of Applicant: _____

Signature of Applicant: _____

Applicant is (Check One): Student Parent Guardian

FOR SCHOOL TO COMPLETE:

Date received: _____ Date Entered AKA: _____ Initial: _____