

Name and/or Gender Marker Change Procedure

CONFIDENTIAL INFORMATION- DO NOT SHARE WITH ANYONE WITHOUT STUDENT'S PERMISSION

If parent/guardian is requesting this name change but it is **not a legal change**, have them fill out the form and sign. This change will be made in Aeries as AKA *unless it is due to a Gender Change* (see below)

If parent/guardian is requesting this name change and it **has been changed legally**, have them fill out the form and provide documentation. The change will be made in Aeries.

For **Transgender students**:

- It is **NOT** necessary for the site to receive legal name change paperwork in order to change the name/gender marker in Aeries. It is **NOT** necessary for the student to have parent/guardian permission to make the change <u>AB 1266 CDE FAQs</u>
- Regardless if the student has parent/guardian support for the change, have school social
 worker/counselor go over a <u>gender support plan</u> with student to establish best ways to protect their
 privacy as well as problem solve the use of legal name versus changed name.
- Please be sure to leave the "Alias" fields blank in Aeries (do NOT enter previous name in these fields as this is visible within the Aeries Teacher, Student and Parent Portals).

Steps	Task Completed	Responsible Party	Signature	Task
1		Counselor/ Social Worker		Complete Request for Change of Name and/or Gender Marker of Minor w/ student and/or parent.
2		Counselor/ Social Worker		Meet with student and complete Gender Support Plan. Copies of the plan should be shared with the student's approved stakeholders and not stored in the cumulative folder.
3		Counselor/ Social Worker		Provide student completed Request for Change of Name and/or Gender Marker of Minor to SSS Coordinator
5		Student Support Services		Make Name Change in Aeries in collaboration with site SSDC and counselor/ SSW from Steps 1-3.
6		Student Support Services		Notify IT to have Calpads updated with new Name and/or gender and student VUSD email changed
7		Student Support Services		Send signed Request for Change of Name and/or Gender Marker of Minor to SSDC
8		SSDC/ Finance		Print New Student ID (no charge)
9		Counselor/ Social Worker		Notify student's teachers, library, registrar and health office of name change and/or gender pronoun Example Email
10		Registrar/SSDC		Cumulative Folder Name Change and place this form in confidential cumulative folder



Request for Change of Name and/or Gender Marker of Minor

	name be changed.			
Current name:				
	First	Middle	Las	st
New name:	First	Middle	Las	 st
I request that my	gender marker be changed from	to or	No change	
Would you like a	gender support plan to help with yo	ur transition at school? Yes	No	
	 Student Signature		 Date	
	legal guardian given permission for t ", please have them sign:	chis change? Yes No		
	Name of Parent/Legal Gu	uardian	Date	
If "No"	Signature of Parent/Leg ', What considerations need to be m		me? (<u>Gender support plan</u> rec	commended)
lf "No"				
If "No"	', What considerations need to be m	give consent for VUSD to release my without prior notification.		
If "No"	', What considerations need to be m Student's New Name	give consent for VUSD to release my without prior notification.	r legal name and gender in the fo	
If "No"	Student's New Name CAL-Pads Cal Grant	give consent for VUSD to release my without prior notification.	r legal name and gender in the formal control ork Permit BAC Testing ty to notify or request my legal r	bllowing areas
If "No"	Student's New Name CAL-Pads Cal Grant Student's New Name	give consent for VUSD to release my without prior notification.	ork Permit SAC Testing ty to notify or request my legal rewhen requesting:	bllowing areas
If "No"	Student's New Name CAL-Pads Cal Grant Student's New Name	give consent for VUSD to release my without prior notification. UND SE understand that it is my responsibilises submitted to the following parties	ork Permit SAC Testing ty to notify or request my legal rewhen requesting:	ollowing areas
If "No"	Student's New Name CAL-Pads Cal Grant Student's New Name Parties VUS	give consent for VUSD to release my without prior notification. Understand that it is my responsibilisubmitted to the following parties D to be notified Party to Notify	r legal name and gender in the formal cork Permit BAC Testing ty to notify or request my legal rewhen requesting: Parties Outside Request	name and/or gender to
If "No"	Student's New Name CAL-Pads Cal Grant Student's New Name Parties VUS	give consent for VUSD to release my without prior notification. Understand that it is my responsibilisubmitted to the following parties D to be notified Party to Notify	r legal name and gender in the formal cork Permit BAC Testing ty to notify or request my legal rewhen requesting: Parties Outside Request	name and/or gender to of VUSD to be notific
If "No"	Student's New Name CAL-Pads Cal Grant Student's New Name Parties VUS Request IEP OR 504 transition plan for college	give consent for VUSD to release my without prior notification. Understand that it is my responsibilisubmitted to the following parties D to be notified Party to Notify Case Manager or School Counselor	r legal name and gender in the formal cork Permit BAC Testing ty to notify or request my legal rewhen requesting: Parties Outside Request FAFSA	name and/or gender to of VUSD to be notific Party to Not