



CHANGING YOUR NAME AND/OR GENDER IN BUSD'S ELECTRONIC SYSTEM

Berkeley Unified School District recognizes the student's right to be addressed by a name, pronoun, and gender marker that expresses and/or asserts their identity. While BUSD is required to maintain a permanent record with the legal name and gender of our students (5 Cal. Code Reg. 432(b)(1),(D).), students are not required to obtain a court ordered name and/or gender change for the requested gender marker and name change to be reflected in the District's electronic student database. This process does not legally change the student's name and/or gender.

WHO CAN INITIATE THIS PROCESS?

Students who want to make a change to update their birth name and/or gender marker and want the electronic student information system to show their preferred name/pronoun/gender marker at school.

Parents can initiate this process on behalf of their student as well.

If a student would like to update their name and/or gender marker but is unable to obtain consent from a parent or legal guardian, the student has a right to request and have the change occur without parent/guardian consent, and a designated school administrator or counselor can confidentially assist the student. The designated school administrator or counselor will ensure the student is provided with the opportunity to discuss how they would like to be addressed at school, to whom (if anyone) the change may or may not be disclosed, implement a support plan to ensure that the student's privacy is protected.

If a student or parent experiences a challenge in the above processes or seeks assistance beyond the school site, the Title IX Coordinator should be contacted.

WHAT ACTUALLY CHANGES?

The student information system (currently Infinite Campus), used by school personnel changes to reflect the students current, preferred name and gender marker. School personnel, such as teachers, administrators, office staff only see the name and gender marker in use. The name used on classroom rosters and in the attendance system is all linked to this information system.

WHAT DOES NOT CHANGE?

Legal documents and/or records do not change. The only time legal documents change is when/if a student or parent/guardian submits government-issued documentation of name

and/or gender change. **There is no form required to be submitted in these instances.** A student or family simply has to submit the government-issued documentation showing the legal change and the change will be made by the designee in Student Services located at 2020 Bonar Street, Suite 112, Berkeley, CA. For more information please contact Student Services at 510-883- 5224.

WHAT DOCUMENTS ARE CONSIDERED LEGAL?

An official school transcript is a legal document. Anytime a school transcript is requested from the school registrar, there is a legal requirement that the legal name be reflected on the transcript, even if a student is using and known as a preferred name/gender marker in our student information system.

Note: School diplomas are not legal documents and should have the students preferred name. Any awards, or ceremonial announcements, official programs where a student's name is being used will be the student's preferred name.

WHAT DO I NEED TO DO TO HAVE THE CHANGE MADE?

In order to update the student's name and/or gender marker in the District's electronic student database simply fill out and submit the fully completed **Request for Gender Marker/Name Change** form (linked here). As a result, the preferred name and/or gender maker will be reflected in Infinite Campus, classroom roster, progress reports and report cards, letters home, unofficial transcripts and diplomas and certificates of completions.

HOW TO SUBMIT THE SCHOOL ROSTER INFO CHANGE REQUEST FORM?

There are two ways to submit the Request for Gender Marker/Name Change:

1. Any student or parent can pick up a hard copy located in their front office or counseling center at your school. You can return it via email at nondiscrimination@berkeley.net or by dropping it off at the school site.
2. Any student or parent can submit an electronic copy, form linked here. You can return it via email at nondiscrimination@berkeley.net or by dropping it off with your school site administrator.

If a student or parent experiences a challenge in the above processes or seeks assistance beyond the school site, the Title IX Coordinator should be contacted.

ADDITIONAL QUESTIONS?

We recommend contacting your school administrator, school counselor and/or Title IX Coordinator at jasminaviteskic@berkeley.net or nondiscrimination@berkeley.net.