

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 [CDE FAQs](#)
- Regardless if the student has parent/guardian support for the change, have school social worker/counselor go over a [gender support plan](#) 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	<input type="checkbox"/>	Counselor/ Social Worker		Complete Request for Change of Name and/or Gender Marker of Minor w/ student and/or parent.
2	<input type="checkbox"/>	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	<input type="checkbox"/>	Counselor/ Social Worker		Provide student completed Request for Change of Name and/or Gender Marker of Minor to SSS Coordinator
4	<input type="checkbox"/>	Student Support Services		Make Name Change in Aeries in collaboration with site SSDC and counselor/ SSW from Steps 1-3.
5	<input type="checkbox"/>	Student Support Services		Notify IT to have Calpads updated with new Name and/or gender and student VUSD email changed
6	<input type="checkbox"/>	Student Support Services		Send signed Request for Change of Name and/or Gender Marker of Minor to SSDC
7	<input type="checkbox"/>	SSDC/ Finance		Print New Student ID (no charge)
8	<input type="checkbox"/>	Counselor/ Social Worker		Notify student's teachers, library, registrar and health office of name change and/or gender pronoun Example Email
9	<input type="checkbox"/>	Registrar/SSDC		Cumulative Folder Name Change and place this form in confidential cumulative folder

