



# PAJARO VALLEY UNIFIED SCHOOL DISTRICT

## Enrollment of Transgender Students

The following procedures shall be used when enrolling students with names or gender different from their official birth certificate and/or official school records.

1. If the student and parents present you with documentation of a legal name change, you can change the permanent records.
2. If the student and parents do not present documentation of a legal name change, please use the district form: School Roster Information Change Request.
3. Submit the School Roster Information Change Request form to the Principal (site will make change).
4. Enroll the student in eSchoolPlus with the new name and gender.
5. The school secretary or registrar (whomever is enrolling the student) informs the Principal or designee. No one else shall be informed without parent permission. The teacher(s) and counselor of the student do not have a need to know without the permission of the parent and/or student.
6. Maintain the official cum file in a secure location.
7. Place a new empty cum file in the cum file record storage area with a document inside that states: See principal or designee for more information.
8. The principal or designee will determine who has a need to know about the change of name and gender and how to share the cum file with that person. The principal or designee will inform the parent if the legal name and gender has been shared. Examples of who might need to know: the Special Education Department for the purpose of conducting an assessment or IEP meeting; the Probation Department or DA when we receive a records request; medical personnel in an emergency in which the parents cannot be reached. The teacher(s) of the student would not usually have a need to know.