



## Changing Your Name and/or Gender in SFUSD's Electronic Systems

SFUSD affirms all students' right to be addressed by the name and pronoun that reflects who they say they are at school. This includes using a name or gender pronoun that you may only be comfortable using at school because of safety concerns or lack of support in other spaces, per [SFUSD Administrative Regulation 5145.5](#).

### Who is the process for?

Students who, because of their gender identity or cultural experience, use a name and/or gender marker different from those given at birth, AND want to have this information included in an SFUSD system.

### How to make changes

There are two ways that a student or caregiver can change what name and/or gender marker is used in SFUSD systems. Each one applies to different places and has a different process. Check out the chart below to see which one is right for you.

	<a href="#">School Roster Info Change Request</a> (download to edit)	<a href="#">Legal Name and Gender Change</a> (Google Form)
<i>Who can make it happen?</i>	Caregivers	Students 18+, Caregivers
This will change your name and/or gender on:		
<b>Student Information System (SYNERGY)</b> Includes: classroom rosters, report cards, letters home, unofficial transcripts, SEIS, IEPs, and Gmail name and email.		
<b>Legal Documents</b> All SFUSD documents and record keeping systems.		

### How to submit the School Roster Info Change Request Form

**Download and complete** the School Roster Info Change Request form. The form may be submitted electronically to Alana Ramirez ([ramireza@sfusd.edu](mailto:ramireza@sfusd.edu)) with the Enrollment Center and carbon-copy (CC) LGBTQ Student Services staff ([lgbtq@sfusd.edu](mailto:lgbtq@sfusd.edu)) for expedited processing.

### When will a student's legal name or gender appear?



SFUSD is required to use students' legal names on all official records. For example, demographic information and assessments are shared with the California Department of Education and official transcripts are shared with post-secondary education institutions (ex. Colleges, Universities, etc) under your legal name/gender. Other records may or may not reflect your updated name/gender. Please check with your school to see what may not be covered by the School Roster Info Change Request.

#### **For students to think about:**

Remember that your caregivers have the right to check out some of your school files, Google Classroom, or may end up on a Zoom call or meeting with you and staff at your school, and may see/hear that you are using a different name or pronoun. If you are concerned about your caregiver's response you may not be ready to complete any of the above processes.

If you are unsure or have questions, reach out to LGBTQ Student Services, [lgbtq@sfusd.edu](mailto:lgbtq@sfusd.edu)

#### **Remember you have the right to be safe and respected at school, and this includes:**

- Coming out and transitioning at your own pace and in your own way,
- Having your peers and school staff use the name and pronouns you request to be used at school without having to sign any forms or get your caregivers permission,
- Knowing how to make a report to a teacher or school administrator when school staff, teachers, or other students use the wrong name or pronouns for you on purpose and refuse to stop,
- Asking school staff to only use a specified name and pronouns in specific spaces, like some classrooms, clubs or groups, or only with specific people, like other staff, peers or caregivers.

We cannot guarantee that people will always remember which name and pronoun to use for you or when. There is always a risk that someone might slip up. If you are not planning to change the name or pronouns you go by at home, make sure to let your teacher and school administrator know so that they can support you.

#### **Additional Questions?**

SFUSD has other ways that we can help affirm students' gender identity. We recommend contacting your school administrator, school social worker/Wellness Center, school counselor and/or contact [LGBTQ Student Services \(LGBTQ@sfusd.edu\)](mailto:LGBTQ@sfusd.edu).