**Summary of Guidelines for Record Keeping related to Transgender Students**

Within the school, parents should work with the staff with whom they feel most comfortable regarding the sharing of this information. It may be an administrator, counselor, secretary, teacher or other school personnel. If the family wishes to keep this information as confidential as possible, they may be directed to the Administrative Team in Student Information Services (SIS). SIS will complete all of the necessary paperwork and records changes.

Alternately, the family may choose to work through school personnel to provide the needed information and make the necessary changes.

If a legal name and/or gender change has been made parent(s)/guardian(s) should provide a copy of the court document showing the name change and/or a copy of the court document showing a gender change or a doctor’s statement indicating the student has undergone the necessary sex reassignment procedures required for social gender recognition. The document(s) should be provided to the staff member of choice. Upon submission to Student Information Services, the name and/or gender will be changed in the Identities tab on the student information system (IC). **A NEW identity will not be created.**

Upload to Census > People > Person Documents tab (accessible only to Student Information Services):

* A copy of the original birth certificate file (from Guardianship or PLP)
* A copy of the legal name change and/or
* A copy of the court document showing a gender change or a doctor’s statement indicating the student has undergone the necessary sex reassignment procedures required for social gender recognition.
* A copy of the Request to Change Name/Gender form (only needed a gender change is requested also)

Remove copies of the original birth certificate that reside elsewhere in Campus (in Guardianship or PLP)

In addition, the student’s name/gender will be changed automatically when submitted to the Nebraska Department of Education ADVISER PersonID and Validation systems.

If a legal name and/or gender change has **not** been made, parent(s)/guardian(s) may complete a Request to Change Name/Gender form. This form will be provided to Student Information Services who will record the preferred name(s) and gender on the student information system (IC) and will record the legal name(s) and gender as a Protected Identity. The student’s original name will then only be visible to the SIS administrative team. **A NEW identity will not be created.**

Upload to Census > People > Person Documents tab (accessible only to Student Information Services):

* A copy of the original birth certificate file (from Guardianship or PLP)
* A copy of the Request to Change Name/Gender form

Remove copies of the original birth certificate that reside elsewhere in Campus (in Guardianship or PLP).

In addition, the student’s preferred name will be submitted to the Nebraska Department of Education ADVISER PersonID and Validation systems. (The legal name and gender will also continue to be submitted to NDE.)

**Gender**

At this time, the designation of non-binary is not an option in the state of Nebraska. Students will have to communicate either Male or Female as their gender.

**Cumulative Folder**

This information will no longer be stored in the student’s Cumulative folder. Until the cumulative folder are completely phased out of the school:

* Student Information Services will request the school send the cumulative folder to CRL.
* The old cumulative folder will be stored securely in SIS until being process under the normal purge schedule.
* No new folder will replace it.

**Birth Certificate**

If a Birth Certificate is currently scanned and stored in Infinite Campus (in Guardianship or in PLP), the birth certificate will be moved to Census > People > Person Documents tab (accessible only to Student Information Services).

**Other forms/documents**

Other documents and/or forms may exist in Infinite Campus. This may include Special Education Consent forms, 504 plans, and guardianship documents. Many of these documents will need to be available on Campus (e.g., most current IEP and MDT), so Special Education staff and any other staff working with these documents should keep them confidential.

**UserName/Email Address**

A student’s username and email address will sometimes change based on the name change. Both of these are automatically updated overnight in Active Directory. The person who communicated the name/gender change information to Student Information Services will be notified and asked to inform the student of the change to the username and email address.

**Nebraska Department of Education**

**2021-22**

Beginning in the 2021-22 school year, students’ preferred names have been included in the NDE ADVISER PersonID and Validation system. These fields are collected in addition to the legal names.

In addition, OPS worked with the Statewide Assessment team at NDE to populate tests with the preferred name on the assessment tests. Some challenges still exist, however, with the lack of a preferred middle name and preferred gender on NDE’s PersonID. OPS continues to work with NDE on this.

**2023-24**

In the 2023-24 school year, Nebraska's governor, Jim Pillen, signed an executive order directing state agencies to use narrow definitions of a person's sex. The Nebraska order includes definitions for the words “man,” “boy,” “woman,” “girl,” “father” and “mother.” They specifically define a female as a person “whose biological reproductive system is designed to produce ova” and a male as a person whose "biological reproductive system is designed to fertilize the ova of a female.”

The state order directs schools and other state agencies to use those definitions when collecting vital statistics, such as data on crime and discrimination. Pillen's order took effect immediately and will expire if Nebraska lawmakers pass a law on trans athletes.

The Nebraska Department of Education uses a system called ADVISER PersonID to pull information for state reporting purposes. That system pulls both the legal first and last name of students, as well as the preferred first and last names of the student. The system also only pulls the gender. There is no “preferred gender” in PersonID. Omaha Public School’s Infinite Campus sends both the legal and preferred names of students as well as the gender of the student, so no changes were needed on the part of Omaha Public Schools to comply with this executive order.

**NDE Definition of Sex**: The concept describing the biological traits that distinguish the males and females of a species

|  |  |
| --- | --- |
| **Code** | **Description** |
| F  | Female  |
| M  | Male  |