

Guidelines for Record Keeping related to Transgender Students

Within the school, parents should work with the staff they feel most comfortable with 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.

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

Name

1. If a legal name change has been made
 - a. Parent(s)/guardian(s) provide a copy of the court document showing the name change
 - b. A copy of that document is provided by parent or by school staff to SIS
 - c. SIS will make the following changes on the Identities tab in Infinite Campus
 - i. Unlike a typical name change, a NEW identity will not be created. (If NEW is used, staff with access to the SEARCH function could potentially see the previous name.)
 - ii. Instead, click on the current identity to open it. The name change will be placed directly over the current first name and current last name. Click SAVE. When this is saved, the previous names will no longer be “searchable”.
 - iii. A “comment” will be placed in the UniQID system with the Nebraska Department of Education indicating that *OldFirstName OldLastName* was changed to *NewFirstName NewLastName* on Date. This will help to prevent problems with duplicate State IDs for the student.
 - iv. Unlike a typical name change, a comment should not be put in the Demographics Comments field.
 - v. The court document should be placed in the Old Cumulative Folder (see Cumulative Folder section for further explanation)
2. If a legal name change has not been made
 - a. Parent(s)/guardian(s) provide a written request of the name/gender change they are requesting for their child. It should include the following:
 - i. Previous first, middle and last names
 - ii. Preferred first, middle and last names
 - iii. Gender assigned at birth
 - iv. Preferred Gender
 - v. Date of birth
 - vi. Parent(s)/guardian(s) signatures
 - vii. Date
 - b. A copy of the document should be provided by parent or by school staff to SIS.
 - c. SIS will make the following changes on the Identities tab in Infinite Campus
 - i. Unlike a typical name change, a NEW identity will not be created. (If NEW is used, staff with access to the SEARCH function could potentially see the previous name.)
 - ii. Instead, click on the current identity to open it.
 - iii. Click on the “+” in front of the Protected Identity Information section. This is only visible to the SIS Administrative Team – no other OPS employees can view this information.
 1. Input the previous (legal) last name, first name and middle name.
 2. Input the gender assigned at birth.
 - iv. Then, in the Identity Information (at the top of the tab)
 1. Input the preferred last name, first name and middle name.
 2. Input the preferred gender (gender identity and/or gender expression).
 3. Click SAVE.

- v. Unlike a typical name change, a comment should not be put in the Demographics Comments field.
- vi. A “comment” will be placed in the UniQID system with the Nebraska Department of Education indicating that *OldFirstName OldLastName* was changed to *NewFirstName NewLastName* on Date. This will help to prevent problems with duplicate State IDs for the student.
- vii. The document (written request for change of name and/or gender) should be placed in the Old Cumulative Folder (see Cumulative Folder section for further explanation)

Gender

1. If a legal gender change has been made
 - a. Parent(s)/guardian(s) provide a copy of
 - i. a court document showing a gender change or
 - ii. a doctor’s statement indicating the student has undergone the necessary sex reassignment procedures required for social gender recognition
 - b. A copy of that document is provided by parent or by school staff to SIS
 - c. SIS will make the following changes on the Identities tab in Infinite Campus
 - i. A NEW identity will not be created. (If NEW is used, staff with access to the SEARCH function could potentially see the previous gender.)
 - ii. Instead, click on the current identity to open it. The gender change will be placed directly over the current gender. Click SAVE. When this is saved, the previous gender will no longer be “searchable”.
 - iii. A “comment” will be placed in the UniQID system with the Nebraska Department of Education indicating that *OldGender* was changed to *NewGender* on Date. This will help to prevent problems with duplicate State IDs for the student.
 - iv. The court document should be placed in the Old Cumulative Folder (see Cumulative Folder section for further explanation)
2. If a legal gender change has not been made
 - a. Parent(s)/guardian(s) provide a written request of the name/gender change they are requesting for their child. It should include the following:
 - i. Previous first, middle and last names
 - ii. Preferred first, middle and last names (if name is to be changed)
 - iii. Gender assigned at birth
 - iv. Preferred Gender
 - v. Date of birth
 - vi. Parent(s)/guardian(s) signatures
 - vii. Date
 - b. A copy of the document should be provided by parent or by school staff to SIS.
 - c. SIS will make the following changes on the Identities tab in Infinite Campus
 - i. A NEW identity will not be created. (If NEW is used, staff with access to the SEARCH function could potentially see the previous gender.)
 - ii. Instead, click on the current identity to open it.
 - iii. Click on the “+” in front of the Protected Identity Information section. This is only visible to the SIS Administrative Team – no other OPS employees can view this information.
 1. Input the previous (legal) last name, first name and middle name.
 2. Input the gender assigned at birth.
 - iv. Then, in the Identity Information (at the top of the tab)
 1. Input the preferred last name, first name and middle name (if changed)
 2. Input the preferred gender (gender identity and/or gender expression).
 3. Click SAVE.

- v. A “comment” will be placed in the UniQID system with the Nebraska Department of Education indicating that *OldGender* was changed to *NewGender* on Date. This will help to prevent problems with duplicate State IDs for the student.
- vi. The document (written request for change of name and/or gender) should be placed in the Old Cumulative Folder (see Cumulative Folder section for further explanation)

Cumulative Folder

Cumulative folders are maintained by the district to house documents pertaining to the student’s education. These documents accumulate in this one folder for their entire educational career (PK – 12). These documents should not be altered to reflect the new name and/or new gender. Instead, they will be stored in Student Information Services and a new cumulative folder will be created for use by the building.

1. Old cumulative folder
 - a. Student Information Services will request the school send the cumulative folder to CRL.
 - b. All copies of the documents provided by a family requesting a name/gender change will be placed inside the old cumulative folder.
 - c. The old cumulative folder will be stored in a secure cabinet in SIS
2. New cumulative folder
 - a. SIS will create a new cumulative folder with the new/preferred name and gender identified on the outside.
 - b. A document will be placed in the cumulative folder with the statement, “Further documents can be obtained through Student Information Services with parent authorization”. This will make it known that other documents exist, but those documents will only be provided if parent (or student over 18 years old) authorizes them to be released.
 - c. The new cumulative folder will be returned to the school.

Birth Certificate

1. If a Birth Certificate is currently scanned and stored in Infinite Campus, the birth certificate will be removed and a copy placed in the cumulative folder (if not already there).
2. No document will replace the Birth Certificate.

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. To the extent that they can be removed from Infinite Campus, they will be.

Past IEP, MDT, Consent for Evaluations, etc. will be printed and placed in the old cumulative folder and in the Special Education Office. Those documents will then be deleted from the Special Education records on Campus and replaced with a single page scan indicating, “Special Education documents are on file in the Special Education Office”. The most current IEP and MDT will need to be available on Campus, so Special Education staff will re-create those documents with the new name/gender.

All who work with these documents should keep them confidential.