



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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**TITLE:** Name and/or Gender Maker of Pupils for Purposes of School Records

**NUMBER:** BUL-5703.4

**ISSUER:** Saul Fernandez, Ed.D., Interim Director  
Director Office of Data and Accountability

## ROUTING

Local District Administrators  
Community of Schools  
Administrators  
All Principals

**DATE:** August 30, 2021

**POLICY:** The purpose of this bulletin is to establish uniform policy and procedures for identifying and indicating the name and/or gender of a pupil for purposes of school records. This bulletin only applies to the school records maintained by the Los Angeles Unified School District.

**MAJOR CHANGES:** This revision replaces BUL-5703.3, dated February 15, 2019. This bulletin provides updated information to the procedural changes regarding the names and genders of pupils in school records, consistent with applicable law.

**GUIDELINES:** The following guidelines apply.

## I. INTRODUCTION

These guidelines relate to the names and/or genders of pupils for purposes of school records. A parent, legal guardian, or an eligible student (18 years or older) on behalf of themselves or the student, may request registration of a student under an additional name and/or gender marker differing from the student's legal name and/or gender marker as provided herein. Below are the requirements and legal documents to verify the student's legal name and/or gender.

Additionally, information is provided for when a student's name/gender marker is changed through formal court proceedings and where a student chooses a nickname/preferred name or preferred gender marker.

## II. OFFICIAL LEGAL NAME

A. The official legal name/gender of a pupil shall be the name and/or gender that appear on one of the following documents, submitted by the parent/guardian/caregiver:

1. Certificate of birth.
2. Baptism certificate duly attested.



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3. Passport.
  4. Health office or vital statistics record of birth date.
  5. Affidavit of the parent, legal guardian, or custodian of the minor. The affidavit must certify the birth date and must also state that a certificate of birth is not obtainable.
  6. A letter from the Bureau of Public Services may be accepted in lieu of one of the above types of proof if such letter verifies the birth date of the child according to Department of Public Services Records and includes a statement of how the birth date was verified.
- B. Pupils admitted to District schools shall be enrolled under the surname and/or gender shown on the official document presented at the time of admission.
- C. The District Student Enrollment form allows parents/legal guardians to identify both the legal and preferred names/gender markers of their children. When provided, the school shall enter the relevant information in the Legal and Preferred Name/Gender fields.

### III. LEGAL CHANGE OF NAME AND/OR GENDER MARKER

- A. When the name and/or gender marker are changed by appropriate court proceedings, such as by adoption or change of name/gender proceedings, those become the official legal name and/or gender of the pupil for all purposes, including school registration.
- B. Upon the submission of proper evidence of court action, the official name and/or gender marker in school records may be changed to reflect the legal name or gender marker change.
1. A copy of the court document reflecting the legal name and/or gender marker change should be retained in the pupil record.
  2. Pupil records created under the student's former name and/or gender marker must be kept with the former name and/or gender marker. These records, however, should be cross-referenced with the new name and/or gender marker.
  3. All pupil records created after the receipt of appropriate court documentation of the name and/or gender marker change should reflect the new name and/or gender marker change.



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## IV. UNOFFICIAL CHANGE OF NAME AND/OR GENDER

- A. When a parent/guardian or eligible student (18 years or older) requests that the student be identified in school under a name and/or gender different from that appearing upon documentary proof of age or school records (Section II, A), they must complete the Name and/or Gender Marker Change Form (Attachment A).
- B. After accepting the completed form, the school shall change the name of the student in the enrollment screen of the District's electronic data system and indicate the unofficial name as a "Preferred Name" in the cumulative folder. In the cumulative folder and registration card, data should be cross-referenced. The notation may be made as follows.

<b>Jones</b>	<b>(Smith)</b>	<b>John</b>	<b>Jay</b>
<i>Surname by which the child is known</i>	<i>Surname appearing on birth certificate or other official documentation of the student's legal name</i>	<i>First name</i>	<i>Middle name or initial</i>

## V. NICKNAMES, PREFERRED NAMES AND GENDER

- A. Nicknames and preferred names are to be entered in the Preferred Name field in MiSiS (See job aid: Entering a Student's Preferred Name). The student's corrected gender marker is to be entered in the Gender field if applicable. The desired name and gender marker will subsequently appear on teacher rosters and District-supported public-facing displays on apps or educational software, but not on official records and documents such as cumulative files, report cards and transcripts.
  - 1. The data entered in the Preferred Name and Preferred Gender fields are at the request of the student or the student's parent/guardian, after submission of the completed Name and/or Gender Marker Change Form to the school (see Attachment A Name and/or Gender Marker Change Form).
- B. For additional resources regarding students and gender identity, see District policy, BUL-6224.2, *Gender Identity and Students – Ensuring Equity and Nondiscrimination*, issued by the Office of the General Counsel.

**AUTHORITY:** Board Rule 2001  
California Code of Civil Procedure section 1275 *et seq.*  
Education Code section 48002



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Family Code section 2080 FERPA, 20 U.S.C. section 1232g  
Health and Safety Code sections 103425, 103426, 103430, 103435, 103440  
Welfare and Institutions Code section 366.3

**RELATED** Los Angeles Unified School District Name and/or Gender Change Form  
**RESOURCES:** Elementary and Secondary Cumulative Records Handbook  
MiSiS Job Aid: [Entering a Student's Preferred Name](#)

**ASSISTANCE:** For assistance, please call the MiSiS Helpdesk at 213-241-5200, select Option 5.



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ATTACHMENT A

**Los Angeles Unified School District  
Name and/or Gender Marker Change  
Form  
(Unofficial Change of Name and/or Gender of Minor in LAUSD  
Pupil Records)**

I, \_\_\_\_\_, hereby request to have my name or my child's name changed

from (Student's Official Name) \_\_\_\_\_,

and this day forward be known as: \_\_\_\_\_.

And furthermore, if applicable, be identified with the gender of (Check One): \_\_\_\_\_ Male  
Female \_\_\_\_\_ Non-binary

I understand that this form applies only to teacher rosters and public-facing displays from apps or software maintained by the Los Angeles Unified School District. The legal name and gender must remain on official pupil records such as the cumulative files, report cards, and transcripts. The District will take steps to ensure that the preferred name/gender marker are prominent when possible, however this form does not substitute for an official name and/or gender marker change, which would require a court order or other legal authority. The legal name/gender may appear on communications or platforms that are generated outside of the District.

Date: \_\_\_\_\_

Print Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Applicant is (Check One):  Eligible Student (18+ years)  Parent/Guardian/Educational Rights Holder