



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Division of Human Resources**  
**Office of Employee Relations**  
 333 S. Beaudry Avenue, 14<sup>th</sup> Floor  
 Los Angeles, CA 90017  
 Email: [employeeverify@lausd.net](mailto:employeeverify@lausd.net)

## UNOFFICIAL GENDER AND/OR NAME AFFIRMATION REQUEST FORM

This form is to be used by LAUSD employees requesting to affirm their gender marker and/or first name to appear on **unofficial** District records (e.g., staff ID, classroom rosters, email). If you have questions concerning the submission of this request, please contact the Office of Employee Relations.

**To affirm your first name and/or gender marker**, you must submit this completed and signed form to [employeeverify@lausd.net](mailto:employeeverify@lausd.net).

**Legal name and/or gender changes will appear on official District records.** Employees who request to have their name and/or gender changed legally should complete the Name Change Request Form (HR-8040).

Employee Information			LAUSD email		
Employee #:					
Name as it currently appears on District records			Requested Affirmed First Name		
First Name:			First Name:		
Middle Name:					
Last Name:					
Gender marker as it currently appears on District records			Requested Gender Marker		
Male	Female	Non Binary	Male	Female	Non Binary
List all previous names					
Employee Signature					
Signature:			Date:		