



Gender and First Name Change Process for Transgender Students

The mission of North Clackamas School District is: *“Preparing graduates who are inspired and empowered to strengthen the quality of life in our local and global communities.”* As a school district, we value equity for every student. For students to be successful in their academic lives, they must feel safe in their school environment.

Beginning in 2007, Oregon law prohibits discrimination based on sexual orientation, which in Oregon includes gender identity.

For many transgender students, being able to alter their school records and documents is personally and legally important. Not only does having the appropriate name and gender listed reflect and validate their identity, but it also allows them to avoid constantly having to explain why they use a name different from their birth name and why their appearance does not match a photo or gender designation on an identification card or other school records. Moreover, updated records and documents can ensure that transgender students will not be inadvertently outed and will help protect them from discrimination when they apply for jobs and seek admission to college.

North Clackamas School District will change a current or former student’s gender and legal first name upon request from the parent, legal guardian or student. The change must be requested in writing.

There is no need for the student to “prove” his/her new gender. A parent checking a box on the student registration form likely made the original gender designation. The student’s or parent’s latter declaration of a change in gender is also acceptable.

In general, North Clackamas School District maintains the expectation that the legal name in school records be consistent with the legal name of the student. In the case of transgender students, it may be necessary to deviate from this practice to support and protect the student from being inadvertently outed and potentially exposed to bullying and harassment. Additionally, transgender students often make the transition in stages and may not be ready to complete the legal name change process. Schools will develop an internal communication plan that will help to avoid inadvertent harm.

To support these students, below is the procedure North Clackamas School District will follow:

- Receive written request for gender and/or legal first name change from student, parent or legal guardian. Date the request and place it in the student’s cumulative folder.

- Notify staff members who have an educational interest.
- Update the student's gender in the Student Information System.
- Replace the student's legal first name with the new preferred name in the Student Information System.
- Student retains the same SSID.
- Notify Technology and Information Services Director of the student's name and gender changes so student accounts can be updated and the SSID can be maintained.

This process applies to gender and legal first names in the case of transgender students only.
Last names cannot be changed without legal name change documentation.