



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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

**NUMBER:** BUL-5703.3

**ISSUER:** Oscar Lafarga, Executive Director  
Office of Data and Accountability

**DATE:** February 15, 2019

**ROUTING**  
All Employees  
All Locations  
All Principals

**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 applies only to school records maintained by the Los Angeles Unified School District.

**MAJOR CHANGES:** This revision replaces BUL-5703.2, dated July 17, 2014. 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

The guidelines contained in this bulletin 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 him/herself, may request registration of a student under an additional name and/or gender differing from the student’s legal name as provided herein. Below are the requirements and legal documents to verify the student’s legal name and/or gender. Additionally, information is provided in cases when a parent, through formal court proceedings, changes the student’s name and in cases where a student chooses a nickname/preferred name or preferred gender

## II. OFFICIAL LEGAL NAME

- A. The official legal name and/or 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.
  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.



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- B. Pupils admitted to District schools shall be enrolled under the surname and/or gender shown on the official document, as noted above, that is presented at the time of admission.

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

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

### 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 enrolled in school under a name and/or gender different from that appearing upon documentary proof of age or school records (Section II,A), this may be accomplished by completion of a Name and/or Gender Change Form (Attachment A).
- B. The parent/guardian or eligible student may complete the Name and/or Gender Change Form at the school.
- C. After the school accepts the completed Name and/or Gender Change 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 the child is known</i>	<i>Surname appearing the birth certificate or other official documentation of the student’s legal name</i>	<i>First name</i>	<i>Middle name or initial</i>



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### V. NICKNAMES, PREFERRED NAMES AND GENDER

- A. As of February 3, 2014, nicknames and preferred names are to be entered in the Preferred Name field in the Student Information System. In addition, the student's gender identity is to be entered in the Gender field if applicable. Doing so causes the desired name and gender to appear on teacher rosters, but not on official records and documents such as cumulative files, report cards and transcripts.
1. The data entered in the Preferred Name field is at the request of the student or the student's parent/guardian.
  2. In cases where a nickname, preferred name and/or gender will be used for a student, the student or their parent/guardian may complete the attached Name and/or Gender Change Form. For more details, refer to, Attachment A Name and/or Gender Change Form.
- B. For policy on use of the Preferred Name and/or Gender for transgender students, see District policy bulletin, BUL-6224.1, *Transgender 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  
Family Code section 2080  
FEPPRA, 20 U.S.C. section 1232g  
Health and Safety Code sections 103425, 103426, 103430, 103435, 103440  
Welfare and Institutions Code section 366.3

**RELATED RESOURCES:** Los Angeles Unified School District Name and/or Gender Change Form  
Elementary and Secondary Cumulative Records Handbooks

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



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ATTACHMENT A

**Los Angeles Unified School District  
Name and/or Gender 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 unofficial pupil records maintained by the Los Angeles Unified School District, that the legal name and gender must remain on the official pupil records, and that this form does not substitute for an official name and/or gender change, which would require a court order.

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

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

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

Applicant is (Check One):  Eligible Student  Parent  Guardian

**FOR SCHOOL TO COMPLETE:**

Date received: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Initial: \_\_\_\_\_