



FREMONT UNION HIGH SCHOOL DISTRICT

Cupertino High School | Fremont High School | Homestead High School | Lynbrook High School | Monta Vista High School | Adult School

Records Change Request for Current Students: Identity Information

The Fremont Union High School District supports current students who wish to be identified at school by a name and/or gender which is consistent with their gender identity, and which may currently be different than their legal name/gender. (Ed. Code § 220, 221.5.) This change request form, once completed and approved, will affect the following school-level documentation types: class and athletic team rosters, student identification cards, progress grade reports, and yearbook.

Frequently Asked Questions (FAQs)

Does this name/gender change apply to everything related to school?

Unfortunately, not everything. While schools and districts have more control over how student information is displayed and used at school, we do not have control over the state and federal systems. For state processes, including standardized testing (CAASPP, Physical Fitness), and state reporting, your legal name and gender will be used. For anything related to the federal government (work permits that require a social security number, financial aid forms or college applications that require a social security number or tax ID), you will need to use your legal name and gender. For the college application process, you will need to check with each college or university you plan to apply for so that you can learn about their policies and practices, which may differ. Additionally, there are certain official student records, including transcripts, which must have a student's legal name unless or until changed through the applicable legal procedures.

Once I make this change, who will be able to see my legal name/gender?

We take student privacy very seriously, and limit access to this information to only a few people who need it for their job duties, mostly as it pertains to enrollment, transcripts, and state reporting. On your school site, this would be your school's Administrators, Data Technician, the Registrar staff, as well as the School Cafeteria Manager. At the District Office, there are a few people who manage our student data systems, state and federal reporting, and enrollment offices who would have access to this information. Your teachers will see only the name and gender that appears on their class rosters. However, as explained above, there may be occasions where only legal names with no current or preferred name are used (for example, CAASPP testing, documents related to special education, or perhaps for your college applications). A student's legal name and gender may be disclosed in the event of a health or safety emergency. If you have concerns about any of these situations, you may want to discuss them with your Guidance Counselor/Administrator/Student Advocate when you meet with them.

Why do we recommend parent/guardian approval for this process?

There is ambiguity in the law as to the extent that a parent/guardian controls a student's educational records. The Education Code and the Family Education Rights and Privacy Act (FERPA) dictate that only the parent/guardian can request changes to the student's record. However, the California Department of Education has issued guidance in this area, which highlights the critical necessity in protecting a student's privacy interest if they cannot express their gender identity at home. As such, with these two conflicting areas of law, we recommend but do not require parent/guardian approval.

OK, I'm ready to go! How do I get this process started?

Start by downloading this form and completing Sections I, II and III. Then make an appointment for you and a parent/guardian (if applicable) to meet with a Student Advocate about this change request, Section IV. During your meeting, the Student Advocate will explain the process, where the name/gender change applies and does not apply, and answer any questions you may have. At the conclusion of your meeting you, your parent/guardian (if applicable), and the Student Advocate will sign the form. If your parent is not present at this meeting, you will be required to sign an additional acknowledgment form regarding the possibility of the District inadvertently revealing your gender identity to your parent/guardian.



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During the meeting, one of the topics you will discuss is whether or not you want your teachers to know about this change, and if so, how you would like them to be notified. The Student Advocate will give the form to your school's Registrar who will make the change. Once the change is made, the Student Advocate will send an email to your teachers letting them know of the change if that is what you agree to during your meeting. Generally it will take 1-2 days for this change to be processed.

What if I make this change and then decide I want to change it again? Is there a limit?

There is no limitation for how many times you request to make the change, however because of the legal framework in place; we request that you be mindful that this is considered a very serious decision.

Does this process apply only to certain student populations?

While this process was implemented with the concerns of transgender and gender non-conforming students in mind, it can apply to any FUHSD student who identifies by a different name and/or gender than their legal name/gender. We ask that students are respectful and thoughtful about their decision to make this request.

What if my parents are struggling with my transition, do you have any references on how to approach this conversation?

A great resource for both transitioning parents and students is PFLAG. They have support pages for both transitioning students/youth, and pages for parents of transitioning and gender non-conforming students. Additionally, PFLAG has a local chapter in Sunnyvale for those parents who want in person discussions and guidance.

Additional resources include Gender Spectrum and the Human Rights Campaign.

Who can I talk to about whether this option is right for me?

Our school staff are here to support you, and can talk this through with you. While you can certainly talk to any trusted adult on campus, there are staff that are trained with more knowledge about student records and this process. Here are some people at your school that would be able to help answer your questions about this process:

- Student Advocate
- Guidance Counselor
- School Psychologist
- Gender-Sexuality Alliance (GSA) Advisor
- Principal
- Assistant Principal
- Dean



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In accordance with FUHSD Board Policy (BP/AR 5125), state and federal guidelines (5 C.C.R. §§ 430-438; 20 U.S.C. § 1232g; 34 C.F.R. Part 99) for student data privacy, student records may be reviewed by staff only for the purpose of performing job responsibilities. Confidential student information is not to be shared with other persons unless explicitly authorized by the parent/guardian or student over the age of 18.

I. Current information. Please complete this section using the information as it appears on the legal documents used at the time of school registration. This information will be maintained as part of the student’s permanent record (5 C.C.R. § 432(b)(1)(A), (B), (D)).

<i>Last name</i>	<i>Suffix</i>	<i>First Name</i>	<i>Middle Name</i>
<i>Date of Birth</i>	<i>Student ID #</i>	<i>Gender: Male (M)/ Female (F)</i>	<i>Grade</i>

II. New information. Please complete this section with the preferred name and demographic information you would like to appear on **school-level documentation** (see list above).

<i>Last name</i>	<i>Suffix</i>	<i>First name</i>	<i>Middle name</i>
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Gender: Male (M)/ Female (F)/ Non-Binary (X) (Please note that at this time the state only recognizes these three genders.)

III. Parent/Guardian agreement. I understand that this student record change request pertains to school-level documentation only (see list above), and that the District must maintain and report legal name and gender information as required by state and federal educational regulations. The student’s permanent record will include the legal and preferred name and gender.

- I have discussed my intent to submit this request with my child’s other parent/guardian (if any).
- I understand that it is the responsibility of the student/family to notify the school/District if a transcript or other educational document requires legal name/gender (e.g., for college or financial applications).
- (If applicable) I am a student enrolled at FUHSD and am requesting a name change without parent/guardian support. (Additional Acknowledgment Form required.)

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

IV. Make an appointment with a Student Advocate to complete the Records Change Request Process. If your parent is not present at this meeting, you will be required to sign an additional acknowledgment form regarding the possibility of the District inadvertently revealing your gender identity to your parent/guardian.

For Office Use Only:	Reviewed by (staff _____)	Date: _____
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