



Morgan Hill Unified School District
Request for Preferred Name and/or Gender Marker of Minor

(For school purposes, this request should be completed when custodial parent(s) or legal guardian(s) wishes the child to be known by a name different from the name on the birth verification, but for whom there has been no legal change of name.)

Preferred Name Change Preferred Gender Marker Change

I, PRINT NAME and PRINT NAME

being the custodial parent(s)/legal guardian(s) of/student over 18: PRINT STUDENT FULL NAME, do

hereby request that my child, who was formerly known as FIRST MIDDLE LAST,

be from this day forward known as FIRST MIDDLE LAST.

Preferred gender marker (i.e. male, female, agender, transgender, other):

Pronouns (i.e. she/her, he/him, they):

Date of Birth: Student ID Number:

Signature of Parent/Guardian of Student/Student Over 18 Date

Signature of Parent/Guardian of Student (if applicable) Date

By signing this form, I understand that Morgan Hill Unified School District (MHUSD) will change the name and gender of the student listed above and that:

- These change(s) are being requested because the student consistently identifies as the name/gender requested above.
This form does not constitute a legal name and/or gender change; rather it only changes the name and/or gender of the student as reflected in MHUSD's student information system.
The default access to gender-specific facilities and participation in gender-specific co-curricular and extra-curricular activities (i.e. sports) will be according to the Gender Identity of student, unless stated otherwise.
The student's original name/gender/pronoun will be retained in the history of the student records system.
By signing this form, I authorize release of the student's original and updated name/gender to other authorized parties as needed such as Student Services, Enrollment and Transfer programs, Special Education, Transportation, Health and Food Services and Data Dept. to ensure all internal systems have been updated with the preferred information.

Please return completed form to school office and allow 7-10 business days for this information to be entered into our systems.



Request for Change of Preferred Name and/or Gender Marker of Minor

What is the purpose of this form?

The Name / Gender Change Request Form is available to make changes to the student information system such that it reflects the name and/or gender with which a student consistently identifies. This form also provides a record of changes to a student's gender pronoun, access to gender-specific facilities, and participation in gender-specific co/extra-curricular activities.

Who may complete the Name / Gender Change Form?

The Name / Gender Change Request Form must be completed by a parent or guardian for a student under the age of 18. Students over the age of 18, may complete the form themselves without a parent or guardian signature.

Where do I submit this form?

This form must be submitted to the School Office. Please allow 7-10 business days for this information to be entered into our systems.

What if a parent or guardian is not available to sign and submit this form?

If a parent or guardian is not available to sign and submit this form, a student should contact their school principal, a school counselor, or another Morgan Hill Unified School District staff member to request accommodations. Accommodations will be provided on a case-by-case basis. All students, regardless of the completion of this form, may expect staff to use the name and/or pronoun that they have communicated verbally and/or in writing to staff.

How will my school know about the changes requested on this form?

Communication with your school is important to ensure the support your child may need. This is very important when changes are requested to the student information system and when changing schools. The school principal, a school counselor, or another Morgan Hill Unified staff member may assist in ensuring that the appropriate staff receives the information that pertains to your requests regarding privacy.

How are these changes made?

The requested changes will be made in the online Student Information System. These changes will be reflected in student records from the point of request and moving forward; past records will not be updated. A record of original name and gender will be maintained in the system. The District is required by law to keep a record of the student's legal name, including on transcripts. Upon submission of this request, the District will change the student's name on current and future records including student ID cards, report cards, yearbooks, and class attendance rosters.

What will be provided when I or other institutions request student records?

For requests of unofficial records, the student's updated name and gender may be provided. However, when responding to requests for certified records, MHUSD must provide a student's legal name. Transcripts will reflect legal name. If a student or family has concerns about privacy, it is advised that they speak with the school Principal or counselor directly to discuss concerns. Please alert the school office if your student's name and/or gender is legally changed. All records, including transcripts, will be updated to reflect the legally changed information.

What if my child obtains a legal name change?

Please alert the school office if your student's name and/or gender is legally changed. All records, including transcripts, will be updated to reflect the legally changed information once documentation is provided.

How do I support my child?

We also recommend that families meet with the school Counselor or the Principal to develop a student support plan.