




Gender Non-Conforming



Scenario One:

Process for addressing a student name/pronoun change request without legal documents and parents/guardians **are** aware of and support the persistent and consistent effort by the student:

1. Notify School Counselor and implement Support Plan
 2. School Counselor will notify school building administration
 3. Administrator will notify teachers of the approved request
 4. Administrator will notify Registrar to update "Preferred Name" field
 5. Activate ongoing, supportive measures for student and family
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Scenario Two:

Process for addressing a student name/pronoun change request with legal documents and parents/guardians are aware of and support the persistent and consistent effort by the student:

1. Notify School Counselor and implement Support Plan
 2. School Counselor will notify school building administration
 3. Administrator and or Registrar will obtain legal documents to support name change request. 4. Administrator will notify teachers of the updated name change
 5. Administrator will notify Registrar to update "Legal Name" field
 6. Activate ongoing, supportive measures for student and family
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Scenario Three

Process for addressing a student name/pronoun change request with no legal documents and parents/guardians are not aware of the persistent and consistent effort by the student:

1. Notify School Counselor and implement Support Plan
 2. School Counselor will notify school building administration
 3. Administration, School Counselor, and the student will begin the process of notifying family and supporting family during this journey
 4. If a preferred name request by the student is supported by the family, the administrator will notify teachers and the Registrar to update the "preferred name" field of the approved request. If the parents/guardians do not support the preferred name, then the school will contact the district office and seek legal guidance, as appropriate.
 5. Activate ongoing, supportive measures for student and family
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