PALO ALTO
UNIFIED SCHOOL DISTRICT

REGISTRATION SERVICES
25 Churchill Avenue
Palo Alto, CA 94306
T 650-329-3707 Fax 650-321-4525
RegistrationServices@pausd.org

Legal Change of Name/Gender Marker

This request should be completed when a legal change to a student's name/gender has been ordered or approved by a judgment of a California court of competent jurisdiction, and a copy of said order or judgment is attached hereto.

☐ **Legal Name Change** ☐ **Legal Gender Marker Change**

I,_____**and/or**_____**being the student, or the parent(s)/legal**
PRINT NAME *PRINT NAME*

guardian(s) of_____**do hereby request that (student)**
PRINT STUDENT FULL NAME

or my child, who was formerly known as_____**,**
FIRST *MIDDLE* *LAST*

be from this day forward known as _____**.**
FIRST *MIDDLE* *LAST*

Requested Legal Gender Marker Change:

☐ **Male** ☐ **Female** ☐ **Non-binary**

Date of Birth: _____**Student ID Number:** _____

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

_____ _____
Signature of Parent/Guardian of Student/Adult Student **Date**

_____ _____
Signature of Parent/Guardian of Student/Adult Student **Date**

What is the purpose of this form?

This Legal Name / Gender Change Request Form is used 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 this form?

The Legal 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 PAUSD Registration Services Office at 25 Churchill Ave, Palo Alto. Remember to attach legal documents. 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 Palo Alto Unified Schools staff member to request accommodations. 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 are these changes made?

The requested changes will be made in the online student information system. These changes will be reflected in all student records from the point of request and moving forward; pre-printed past records will not be updated. A record of original legal name and gender will be maintained in the system.

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

The school will access the new name/gender in the student information system. However, parents and/or students are encouraged to communicate with your school 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 Palo Alto Unified School staff member may assist in ensuring that the appropriate staff receives the information that pertains to their role in the building and your requests regarding privacy.

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

All records requested after this change is made will reflect the new legal name/gender. If a student has concerns about privacy, it is advised that they speak with the school or Wellness Support Services Office directly to discuss concerns.

How do I support my child?

For additional information regarding various ways to support your child, please visit our website at pausd.org and/or contact the Wellness Support Services office. We also recommend that families meet with the school counselor or administrator to develop a student support plan.