Township High School District 113 Information Change Request

Student Information as Per Previous Record

First Name:_____ Middle Name:_____ Last Name:_____

Date of Birth:_____ Place of Birth (Hospital or Facility):_____ City and State of Birth:_____

Gender: ___Male ___Female ___Non-binary

Student Information Change

First Name:_____ Middle Name:_____ Last Name:_____

Gender: ___Male ___Female ___Non-binary Pronouns _____

To District 113 employees reviewing this document: Student records may only be reviewed if necessary for the performance of job responsibilities. Confidential student information shall not be shared with any other persons unless authorized by the parent/guardian or student. Violation of federal and state confidentiality laws and Board policy may be cause for discipline up to and including termination.

- The school roster shall use the name and gender provided by the student/family pursuant to AP 7:10 (below).

- The school principal will be informed of the legal name/gender. The principal shall consult with the parent/guardian/student to determine which other staff member should be informed, if any.

- The family/student must notify the District if transcripts or other documents with legal/name/gender are needed for college or financial aid applications, or any other reason.

- The birth certificate/hospital record shall be maintained in the student cumulative folder.

FOLLOWING TO BE FURTHER ADAPTED TO REFLECT ADMINISTRATIVE PROCEDURE

District 113 Administrative Procedure 7:10 provides that "Students have the right to be addressed by a name and pronoun that corresponds to their gender identity. If requested by the parent(s)/guardian(s) and/or student, the requested name change will be included in the District's electronic database in order to inform teachers (including substitute teachers) of the name to use when addressing the student. The student's requested name change will be altered in student technology logins, email systems, student identification cards, documents such as diplomas and awards, and at events such as graduation. At any time, a student 18 years old or older or parent(s)/guardian(s) can complete a District 113 School Roster Information Change Request Form to change the student's name and/or gender marker in the Student Information Management System. Students are not required to obtain a court ordered name change and/or submit medical or psychological documentation as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity or to having their preferred name and/or gender identity included in the student database. An intentional and persistent refusal by school staff to respect a student's gender identity is a violation of Board Policies 7:10 and 7:20."

The birth certificate or hospital document with legal name and gender will be maintained in the cumulative folder, as required by state regulation. 105 ILCS 10/2(e); 23 IAC 375.10 (District must maintain permanent record with legal name and gender. The permanent record name will be changed if a legal name change order is submitted to the District and the permanent record gender will be changed a letter from a physician that the student has had "appropriate clinical treatment for gender transition" is submitted to the District and/or the student has had their gender designation changed with the Office of Vital Records, Secretary of State's Office, Social Security Administration or the Department of State.)

_____ _____

Parent/Guardian Date

_____ _____

[1]Student Signature Date

[1] Updated 4.8.21