

## Policy 252 - Name Change Process

With digital learning we are more aware of opportunities to improve our services to you and to students. For transgender and gender nonconforming students, the challenge to participate in Google Classroom is real as their dead name appears on the screen for all to see and the student to feel the negative impact.

- If you have students who have expressed they would like their gender preferred name to be used not just when they are in school but also when participating in a virtual classroom, for example Google Classroom, please contact us by filling out the form below.
- All students, even those under 18, have the right to change their name in our district's student information system, and thus in all of our systems that receive data from the SIS, without parental consent and without a court order.
- We have received this guidance from the FERPA office (Family Compliance Office in the United State's Department of Education).
- Please let your students know that someone from the Office of Student Rights and Responsibilities will be reaching out to them to complete the process.
- Please remember that information that a student shares with any staff member is confidential unless the student indicates the information can be shared with others.
- Please ensure your students understand that once their name is changed in the SIS it will appear changed in all of our systems - transportation, food services, as well as, Google Classroom, thus there remains some risk that guardians/parents who receive communications from the school district may be alerted to the name change via mailings.
- If they do not want their name to appear changed beyond Google Classroom, we can also accommodate that request by you or the student selecting "Google Classroom" on the link below.
- Please share with the student that if their parent or guardian has an email linked to their google classroom, any notifications the parent or guardian receives will display the student's chosen name.

**If the student wishes to change their name please complete this form:**

[https://docs.google.com/forms/d/e/1FAIpQLSdSscnDV5QpSIIm7R6bH29KAh611ZQ0pJ\\_nfhBlrda\\_08Zrxw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdSscnDV5QpSIIm7R6bH29KAh611ZQ0pJ_nfhBlrda_08Zrxw/viewform)

**If you or the student have any questions please contact the Deputy of Student Rights and Responsibilities Rachel Holzman at [rholzman@philasd.org](mailto:rholzman@philasd.org)**