

School Roster Information Change Request

Educational Placement Center
555 Franklin Street, Room 100
San Francisco, CA 94102 415.241.6085



1 Student Information as per Official Record

Last Name Suffix First Name Middle Name Gender
 Male
 Female

Date of Birth

Place of birth - Name of Hospital or Facility City State (if US) Country

2 Student Information for School Roster

Last Name Suffix First Name Middle Name Gender
 Male
 Female

To SFUSD 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 over 18. 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 AR 5163a (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 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

SFUSD Administrative Regulation 5163a provides that "Students shall have the right to be addressed by a name and pronoun corresponding to their gender identity as expressed by the student and asserted at school. Students are not required to obtain a court ordered name and/or gender change or to change their official records as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity. This directive does not prohibit inadvertent slips or honest mistakes, but it does apply to an intentional and persistent refusal to respect a student's gender identity. The requested name shall be included in the District's electronic database in addition to the student's legal name, in order to inform teachers of the name and pronoun to use when addressing the student."

The birth certificate or hospital document with legal name and gender will be maintained in the cumulative folder, as required by state regulation. 5 Cal. Code Reg. 432(b)(1)(A), (D)(District must maintain permanent record with legal name and gender). The permanent record will be changed if there is a legal change of name or gender.

Parent/Guardian Signature _____

Date

Official use only				
Submitted at/Taken by	Date	HO#	Entered by	Date