

## School Roster Information Change Request

### Student Information as per Official Record

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

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

Gender: \_\_\_ Male \_\_\_ Female

### Student Information for School Roster

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Gender: \_\_\_ Male \_\_\_ Female (At this time, the student database only allows for these two categories.)

### How will the student's privacy be accounted for and maintained in the following situations or contexts?

- \_\_\_\_\_ During registration \_\_\_\_\_
- \_\_\_\_\_ Completing enrollment \_\_\_\_\_
- \_\_\_\_\_ With substitute teachers \_\_\_\_\_
- \_\_\_\_\_ Standardized tests \_\_\_\_\_
- \_\_\_\_\_ School photos \_\_\_\_\_
- \_\_\_\_\_ IEPs/Other Services \_\_\_\_\_
- \_\_\_\_\_ Student cumulative file \_\_\_\_\_
- \_\_\_\_\_ After-school programs \_\_\_\_\_
- \_\_\_\_\_ Lunch lines \_\_\_\_\_
- \_\_\_\_\_ Student Photo: \_\_\_\_\_
- \_\_\_\_\_ Student ID \_\_\_\_\_
- \_\_\_\_\_ Educational Student Email \_\_\_\_\_
- \_\_\_\_\_ Google Drive Name \_\_\_\_\_
- \_\_\_\_\_ Student Login \_\_\_\_\_

**To Harlem School District 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 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.

*Harlem 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 Gender Support Plan will include a method for the requested name to 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 Gender Support Plan should also include a method for a student to change their name 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 122 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.)*

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Parent/Guardian Signature

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Date

Approved: