Name and Gender Marker Flowchart Conversation

Agenda

- Why?...Name Change Committee
- How?...New Flowchart
- When?...Pilot Run
- What's First?...Next Steps

Why is this flowchart and discussion needed?

1. Students requested information on the process and the players
2. Board Policy Support (7.10 AP-1 Admin Procedure for Transgender, Nonbinary, Gender Nonconforming Student, and 7.10-E-3 Name or Gender Identity Change Request)
3. Provides support for student to participate in IHSA or IESA sports by law
4. Statistics on failing to affirm students' identity
5. Presents the opportunity to have a conversation with the student about where they do and do not feel affirmed

Clarify the process for making these changes.

Flowchart Steps Listed for Three Circumstances

Group 1: Student and Guardian Initiated with Legal Proceedings

Group 2 Student and Guardian Initiated without Legal Proceedings

Group 3: Student Initiated without Legal Proceedings

Current Versions

Where the name and gender marker changes can occur and how?

	What Document is needed to change information here?	Who can see this changed information?	Notes
Google products	Student Initiated Request, Board Policy (no parent sign. needed)	Student Teachers Guardian	Nickname can be changed during online registration or within the building by EOP
Infinite Campus (Clever, School Links, Parent Portal)	Legal Change or Board Policy	Anyone with access to IC data - including guardian	
SIS	Legal Change	Anyone with access to SIS data	Protected name = legal name that is shared with the state Gender marker change

Places where changes are restricted or limited

- Legal documents
- Graduation ceremony and documents
- Awards ceremony and documents - may need two documents
- Yearbook- IC data
- Sports/ EC- IHSA, IESA bylaws and additional notification
- Driver's Permit
- Standardized Testing
- College Applications

How to Access the Student's Legal Name

Involved People

- Admin appoints a designated school official
- Clearly identify who to seek out for assistance (others beside the designated school official)
- Consult with admin to facilitate working with staff who won't make the change
- Ensure student is consulted often
- Guardians
- Goal is gender affirming care

Next Steps

- Pilot the flowchart process and language
- Share the message that students should see their counselor for help with changes to name and/or gender markers
- Thoughts on meeting on April 7 to report on any happenings, hiccups, or happiness?

Questions or Concerns

Remeet to Review
4/7/2023

Student names at graduation. Ex. Student has preferred name, is 18, but not a legal name change. Parent does not support preferred name. Which name to read? RIGHTS OF PARENT TRANSFER TO STUDENT AT 18 SO CAN unless the student is special education eligible

RIGHTS OF PARENT TRANSFER TO STUDENT AT 18

the actual changes in IC - what do we change for nicknames, what do we change for legal name changes? Is there a difference in what we change?

In most instances, a help desk ticket request would be warranted (until EOPs are trained)

1. How was a designated person supposed to be chosen?
2. And was there supposed to be a time that staff was trained on the flowchart and given directions or refer students to the designated person? If so, that has not happened in our building.

The admin in the building will make this determination. This first rollout was a pilot to work out any concerns. We will hold a training with EOPS and counselors regarding the steps to make the changes.

Next Steps

1. Address any questions or concerns in process
   a. Need dashboard with copies of the documents and process and the ppt
   b. Curt - what is the process for housing the form once completed?
   c. How do we track the name change when school transitions occur when name change occurs in IC, cumulative folder name?
   d. Curt- has the revised document been approved- what level of approval for exhibit 7. 10?
2. Share the process with admin team for additional feedback
   a. Kristal at May Admin training
   b. Roll out during fall training within buildings -
3. Roll out a training
   a. Training needs - IT, interaction, what other supports are available besides name or gender marker change, meeting with counselor- what will testing tickets look like?
   b. Who will be trained on the process- EOP, counselors, admin, nurses, and eventually teachers
4. Feedback loop -make sure all who need to know are notified.
5. Anything else?