



Student Support Services Division

2221 Argonne Ave · Long Beach · CA 90815 · (562) 986-6870

Unofficial Records Name Change (Student Request)

A student may request they be known by a first name and gender differing from that on the legal verification of birth. A transgender or gender non-conforming student may wish to use and be known by a name and gender reflective of their gender identity or gender expression. Schools are required to maintain a mandatory permanent record that includes a student’s legal name and legal gender. LBUSD policy permits the name/gender preferred by the parent or legal guardian/student to be used in unofficial records. The unofficial records may include but are not limited to identification badges, classroom and homeroom rosters, certificates, programs, announcements, office summons and communications, team and academic rosters, diplomas, newspapers, newsletters, yearbooks and other site-generated unofficial records.

By signing this document, you acknowledge that you are aware that a parent or legal guardian(s) will be able to view the unofficial records mentioned above and district systems such as Canvas, ParentVUE and StudentVUE and most applications within Synergy (Student Information System) and LROIX (District Data System) will show the preferred name. Additionally, by signing this document, you acknowledge that you understand that official records such as: enrollment documents, transcripts, IEPs, 504s, health records, mandatory permanent records, mandatory interim records, and other pertinent legal documents, in addition to district and state systems such as Parchment (Transcript System) and CALPADS (State Data System) and confidential applications within Synergy and LROIX will show your legal name.

School Name: _____ **Student ID#:** _____ **Grade:** _____

I, _____, who was formerly known as :

_____, from this day forward be known
(Previous First Middle Last Name)

as: _____ Gender _____ Pronouns _____
(Preferred First Middle Last Name)

Signature of student Date

*****For Office Use Only:*****

Submitted to Student Support Services by: _____

Date Received by SSS _____ **Date Entered into Synergy:** _____

Retain a copy at the school site
Send the original to: Tucker Administrative Offices **Attention: Jennifer Rodarte- Director of Student Support Services**