



Student Support Services Division
2221 Argonne Ave · Long Beach · CA 90815 · (562) 986-6870

Unofficial Records Name Change (Parent(s) or Legal Guardian(s) Request)

A parent or legal guardian or student may request that a child 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 report cards, 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 the document below, you acknowledge that you understand that 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 child's legal name.

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

I, _____, being the custodial mother/father or legal guardian of student, _____ do hereby request that my child, _____, 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 parent or legal guardian requesting the proposed change of name _____ Date _____

Signature of other parent or legal guardian, if available. _____ Date _____

Signature of student agreeing to the proposed changes _____ 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