

BALTIMORE CITY PUBLIC SCHOOLS

Administrative Guidance on Changes to Student Records to Affirm Gender and Identity

The Gender field in Infinite Campus (“IC”) includes a third option, “X: Non-Binary”. This has been added per the 2020 Maryland Student Records System Manual, in alignment with state and federal law, as well as Baltimore City Board of School Commissioners Policy JBB. City Schools students, including new and current as well as prior graduates, can now identify as male, female, or nonbinary, meaning a gender identity that is neither exclusively male or female. Using the IC Census module, gender can be edited under the Person Information section of the Demographics tab. This option will also be available in Online Registration (OLR) for new students. Schools should begin adopting this immediately.

The guidance below includes steps for updating student information in Infinite Campus and in the Students’ Cumulative Records folder for current and former students. Prior to contacting a student’s family member regarding the student’s gender identity, a principal or identified staff member should speak with the student to ascertain the level of support the student either receives or anticipates receiving from home. In some cases, transgender and gender nonconforming students may not openly express their gender identity at home because of safety concerns or lack of acceptance. Matters of gender identity can be complex and may involve familial conflict; if this is the case, and support is required, the Schools Office, the EEO and Title IX Compliance Unit, and/or the Equity Office, as appropriate, should be contacted. In such cases, staff will support the development of a student-led plan that works towards inclusion of the family, if possible, taking into consideration of safety concerns, as well as student privacy, and recognizing that providing support for a student, even when the family is non-supportive, is critical.

Official Changes to Name for Current Students

If a current student is requesting to officially change their legal name for reasons related to gender identity, Infinite Campus and the student’s permanent record will be changed by school staff upon receipt of documentation from the student/guardian that such name has been changed officially. MSDE has established that the following documents, in order of preference, are accepted to change a student’s permanent record regarding a student’s name:

- Amended Birth Certificate;

BALTIMORE CITY PUBLIC SCHOOLS

- Passport/Visa;
- Physician's Certificate;
- Baptismal or Church Certificate;
- Hospital Certificate;
- Parent's/Guardian's Affidavit;
- Birth Registration

The MSDE recommendations allow for the district to also accept other official documentation such as a driver's license or other government issued identification. Schools should prioritize the use of official documents issued by governmental entities in the United States over documents issued by foreign governmental entities.

Please note that documentation is not required if students seek to use a chosen name for reasons related to gender identity (see below for more information about chosen names).

Gender can be officially changed without documentation. Self-identification of a student's gender is sufficient. This is a shift in policy from the MSDE's and City Schools' prior guidance for amending a student's gender in student records, which required proof of the change through an amended birth certificate or a physician's statement.

After a student's name and/or gender has been officially changed, the following steps must be followed:

- Recreate all required elements of the student's cumulative folder, such as Student Record (SRC1), Student's Personal Data. If the student's name has been legally changed, any printed copies of the student's emergency information, maintained in the school's main office or the health room, should be reprinted from Infinite Campus to reflect the student's new name. Health room, Special Education (if appropriate), and ELL (if appropriate) files also must be updated. School record-keeper staff must create a memo to file to place in the student's new cumulative folder that states: "Additional records for this student are located in City Schools' Office of Legal Counsel."
- The school must advise guardians/families that they must provide updated copies of any records previously provided to the school that were generated by external sources (e.g., immunization records, doctor's orders, or other records from medical providers).
- Guardians and students should be informed that all students requesting name and/or gender changes for purposes related to gender identity should be offered the opportunity to meet

BALTIMORE CITY PUBLIC SCHOOLS

with a school administrator, counselor, or psychologist and given a copy of Policy JBB, so that student has the appropriate information and support.

- When a name and/or gender change has been made to official school records, the school must notify the Office of Achievement and Accountability so that appropriate notice to MSDE can be made. Notification should be emailed to dataquality@bcps.k12.md.us.

Please note that City Schools is legally required to protect the student's previous identity once a change to a student's legal name and/or gender has occurred.

- When a student's name and/or gender has been legally changed, all the previous records with the original name and/or gender should be forwarded to the Department of Fair Practices in the Office of Legal Counsel at the District Office (200 E North Ave) via interoffice mail in an envelope. Please do not use any identifying information about the student on the cover of the envelope. The appropriate support documents indicating the change, such as the court order or physician's note, should also be forwarded with the file and **not retained** by the school. The cumulative folder in the school should only have the new name/gender information reflected on the student's records.

Official Changes to Name or Gender with Required Documentation for Former Students

If a former student is in IC, their name or gender should be updated as it would be for a current student. Additionally, a former student's permanent record should be changed to reflect a change in the former student's gender upon self-identification, and their legal name should be changed upon receipt of documentation that such legal name and/or gender have been changed (as described above).

Changes to Name without Required Documentation for Current Students

Pursuant to Board Policy JBB, City Schools recognizes the right of students to be referred to by their chosen name and by the pronouns that correspond with their gender identity. Schools shall allow any and all students, including transgender, agender, and gender non-conforming students, to use their chosen name and gender pronouns that reflect their gender identity, regardless of whether they have undergone a legal name change process. Student records will be updated to reflect the student's chosen name, and in cases where the student has gone through the legal name

BALTIMORE CITY PUBLIC SCHOOLS

change process, official student records will be changed as set forth in section III.B.1.e of this policy.

Prior to contacting a student’s family member regarding the student’s gender identity, a principal or identified staff member should speak with the student to ascertain the level of support the student either receives or anticipates receiving from home. In some cases, transgender and gender nonconforming students may not openly express their gender identity at home because of safety concerns or lack of acceptance. Matters of gender identity can be complex and may involve familial conflict; if this is the case, and support is required, the Schools Office, the EEO and Title IX Compliance Unit, and/or the Equity Office, as appropriate, should be contacted. In such cases, staff will support the development of a student-led plan that works towards inclusion of the family, if possible, taking into consideration of safety concerns, as well as student privacy, and recognizing that providing support for a student, even when the family is non-supportive, is critical.

If a student is requesting to change their name for reasons related to gender identity, but the student does not have one of the documents listed above, please follow the process outlined below in Infinite Campus. This process will maintain the student’s legal name in Infinite Campus while ensuring their chosen name is displayed in virtual learning environments like Zoom and Google Classroom.

In Infinite Campus, click on the arrow next to “Census”. Then select “People” and then “Identities” on the right. You will need to click on the Plus sign to access Protected Identity Information.

The screenshot shows the 'Identity Information' form in Infinite Campus. It includes fields for PersonID (586407), *Last Name, *First Name, Middle Name, Suffix, *Gender, and Birth Date (Age: 38). Below this is a section for 'Protected Identity Information' with fields for Legal Last Name, Legal First Name, Legal Middle Name, Legal Suffix, and Legal Gender. Two green arrows point to the form: one pointing to the main identity fields with the text 'Change to chosen name and gender', and another pointing to the protected identity fields with the text 'Enter legal name and gender'. A 'No Image Available' message is visible below the main identity fields.

Identity Information			
PersonID	586407		
*Last Name	*First Name	Middle Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Gender	Birth Date (Age: 38)		
<input type="text"/>	<input type="text"/>		
Protected Identity Information			
Legal Last Name	Legal First Name	Legal Middle Name	Legal Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Legal Gender			
<input type="text"/>			

BALTIMORE CITY PUBLIC SCHOOLS

MSDE Requirements

The Code of Maryland Regulations (COMAR) requires schools to have systems of information on student enrollment, student attendance, student discipline, and promotion. The 2020 Maryland Student Records System Manual was adopted by the Maryland State Board of Education in August 2020 to be implemented by the 2020-2021 school year.

For any questions or concerns, please contact Jane Ehrenfeld (JEhrenfeld@bcps.k12.md.us) in Office of Legal Counsel or Ben Goldberg (btgoldberg@bcps.k12.md.us) in the Office of Achievement and Accountability.