

GNC Procedures - CHUFSD Guidance for School Counselors

Updated 9/24/2021 by M. Maxam and J. Griffiths

Procedures are meant to guide internal staff use and are not meant to be provided as guidance or models to other districts. Staff are instructed not to share details of our internal policies or the contents of our handbook with staff in other districts without permission from the district level.

Prior to reading this page, it is necessary to be familiar with GNC terminology. [Click here to review](#). All district procedures are based directly from information contained in the NYS state guidance document, "Guidance to School Districts for Creating a Safe and Supportive School Environment for Transgender and Gender Nonconforming Students."

What do I do when...?

A student comes to me or confides in me that their gender identify differs from their assigned sex at birth?

We are supportive of a student's right to express their gender identity regardless of whether that gender identity agrees with an identity assigned at birth. School counselors and guidance personnel should accept a student's assertion of his/her/their own gender identity. Work with the student to determine with whom the student has shared information relating to their gender identity. Ask whether the student's parents are aware of what the student has shared with you. Ask whether the student's friends and teachers know about what they have shared. Does the student prefer to be referred to by the same name and pronoun? Work with the student to assist them, if they would like, with communicating any requests regarding names and pronouns to their teachers and classmates.

A student's parent is not aware that the student is expressing that their gender identity and assigned sex at birth are not the same?

This must be determined on a case-by-case basis. If a student's parents are not aware of what a student has shared and/or requested, work with the student to counsel them and assist them in sharing this information with their parent.

It is not required that a parent approve of a student's request to be referred to by a different name or gender. However, if school records are updated to reflect the request, all future correspondence will be delivered with the name the student requests.

Administration must sign off on any records change (see below regarding procedure for updating records). Be sure the supervising administrator(s) are aware if there is likely to be conflict associated with a student's request to update records.

A student asks that their records be updated to reflect a name and gender identity that differs from their birth name and assigned sex at birth?

1. Notify building administration of the request to change and update.
2. School counselor will fill out the form: [Name and Records Change Request - CHUFSD](#) and deliver to the building principal or their designee.
3. The building principal/designee will approve updates by signing the form. [Note that the district will honor changes of first name and gender only. A student may not change their family surname without legal documentation.]
4. Guidance personnel will then follow these steps for updating records:
 1. All previous records (e.g. report cards and any other document with birth name) will be printed and kept in a confidential file within the student file. Confidential file will contain a copy of the administrator notice to change name, and will follow student as they move from building to building in our system.
 2. Electronic system will be updated with the changed name/gender.
 3. School counselor will inform student's current teachers of the name/gender change and inform teachers of chosen name/gender/pronouns preferred.
 4. School principal (or designee) will assess what support or professional development staff or students will need to ensure a welcoming and safe environment for the student.

A graduate contacts us asking that their records be updated to reflect a name and gender identity that differs from their birth name and assigned sex at birth?

1. Graduate should be directed to fill out the records request form on our website.
2. Graduate should provide proof of identification (as any graduate is asked to do when requesting records). Note that proof of identification does not need to match the new name or gender, so long as it matches our records. If there has already been a legal name change, the graduate should have proof of that legal change which shows a change from a name matching our records.
3. Graduate should put their request in writing to the school. We will update first name and gender only without legal documentation, on written request from a properly identified graduate.
4. Deliver the request to the school principal (or designee) who will sign/date the bottom of the written request by the graduate showing in writing that records are to be updated.
5. If the student has graduated recently and records are still locally housed, the electronic record should be updated with the new name/gender and updated records sent.
6. If person has not graduated recently, and records are housed in our off-site repository, the requested records will be emailed to us as .pdf documents. We will locally update the records with the new name/gender, and return them to the repository for filing. The repository should be directed to update the searches pointing to the graduate to reflect the new name/gender.