



Long Beach Unified School District
Office of School Support Services
Division of Student Support Services

Unofficial Records Name Change (Student Request)

A student may request they be known by a name differing from that on the legal verification of birth. For example, a transgender 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 your 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 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: _____ **Grade:** _____

I, _____, who was formerly known as

_____, from this day forward be known as

First Middle Last

First Middle Last Gender

Signature of student

Date

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

Submitted to Student Support Services by: _____

Retain a copy at the school site
Send the original to:

Tucker Administrative Offices Attn: Dr. Claudia Sosa-Valderrama