
Student Preferred Name and Gender Changes

August 5, 2022 • Version 2.0

If a student requests a name and/or gender change, direct them to the virtual [Student Information Change Request Form](#) or to their Principal or Counselor, who will then contact the Department of Youth Advocacy (youthadvocacy@sandi.net) to schedule time to meet with the student and review the options.

Once the Student Information Change Request Form is completed, the Power User will follow one of two options to make preferred name and/or gender changes in PowerSchool:

OPTION 1 will display a different name for teachers on specific classroom rosters and pages used for taking attendance:

- PowerTeacher single day attendance page
- PowerTeacher multi-day (grid) attendance page
- PowerTeacher Independent Study attendance page
- Attendance Roster report (used for substitutes)

If Option 1 has been selected on the **Student Information Change Request Form**, the Power User only enters the new first name in the “First Name on teacher roster” field on the Demographics page in PowerSchool. **IMPORTANT!** *Do not make changes to gender in PowerSchool.*

NOTE: The *Legal Name and Gender* will continue to appear throughout PowerSchool and CALPADS/State reporting.

OPTION 2 will display the new Preferred Name/Gender throughout PowerSchool, PowerTeacher, and the Parent/Student Portal, including:

- Report Cards
- Mailings
- Teacher Rosters
- Other systems which may receive information from PowerSchool

NOTE: The *Legal Name and Gender* will continue to appear on the Transcript and CALPADS/State reports.

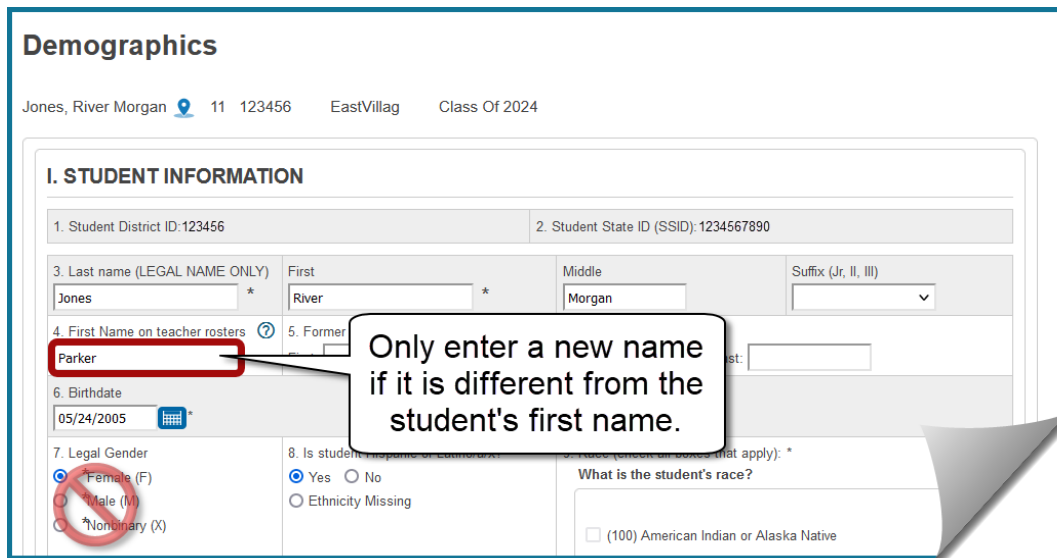
If Option 2 has been selected from the **Student Information Change Request Form**, *do not make changes at the school site*. Youth Advocacy will send a request to the IT Division to update the student’s Legal Name/Gender and Preferred Name/Gender in PowerSchool.

After the changes have been applied in PowerSchool, the Preferred Name and Gender will appear throughout PowerSchool.

For questions regarding student name changes, please contact the **Department of Youth Advocacy** at youthadvocacy@sandi.net

OPTION 1: Entering First Name on Teacher Rosters

1. On the **Start Page**, select the student.
2. Select **Demographics**, under Information on the left main menu.
3. Enter the new **First Name** in the **First name on teacher rosters** field. A validation will prevent users from entering a First Name on teacher rosters if it is the same as the student's first name. *Do not make changes to the student gender.*



Demographics

Jones, River Morgan 11 123456 EastVillag Class Of 2024

I. STUDENT INFORMATION

1. Student District ID: 123456 2. Student State ID (SSID): 1234567890

3. Last name (LEGAL NAME ONLY) First Middle Suffix (Jr, II, III)
Jones River Morgan

4. First Name on teacher rosters 5. Former
Parker

6. Birthdate
05/24/2005

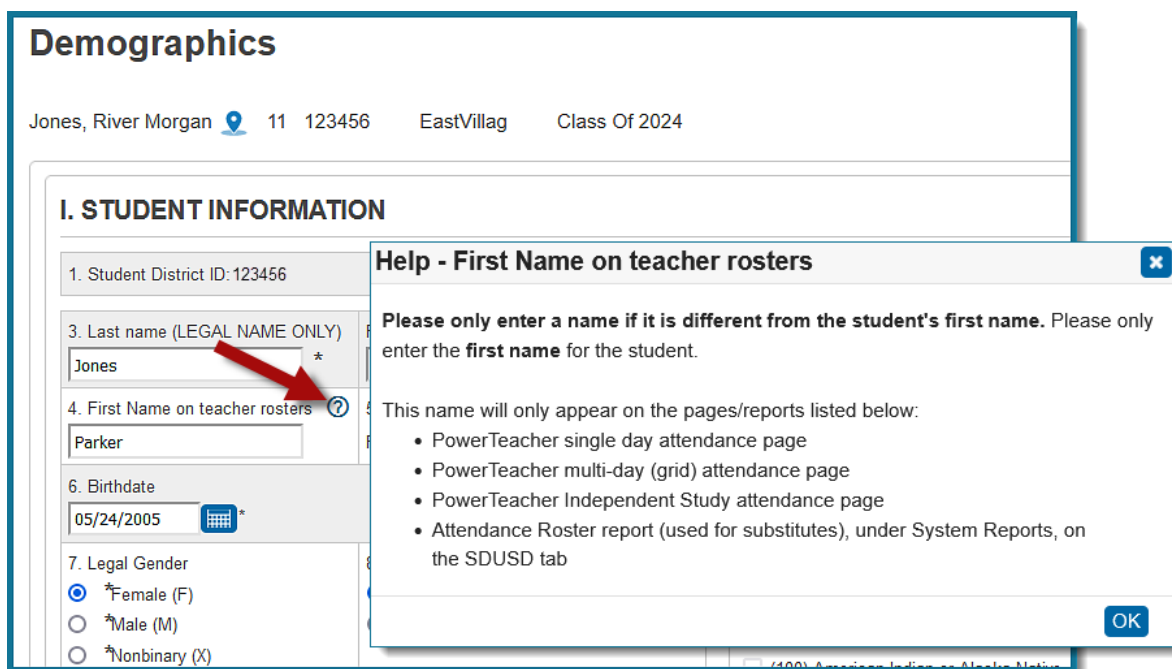
7. Legal Gender
☒ Female (F)
☐ Male (M)
☐ Nonbinary (X)

8. Is student Hispanic or Latino?
☒ Yes ☐ No
Ethnicity Missing

9. Race (check all boxes that apply): *
What is the student's race?
☐ (100) American Indian or Alaska Native

Only enter a new name if it is different from the student's first name.

HINT: Click the Help icon (?) for information about this field.



Demographics

Jones, River Morgan 11 123456 EastVillag Class Of 2024

I. STUDENT INFORMATION

1. Student District ID: 123456

3. Last name (LEGAL NAME ONLY)
Jones

4. First Name on teacher rosters
Parker

6. Birthdate
05/24/2005

7. Legal Gender
☒ Female (F)
☐ Male (M)
☐ Nonbinary (X)

Help - First Name on teacher rosters

Please only enter a name if it is different from the student's first name. Please only enter the **first name** for the student.

This name will only appear on the pages/reports listed below:

- PowerTeacher single day attendance page
- PowerTeacher multi-day (grid) attendance page
- PowerTeacher Independent Study attendance page
- Attendance Roster report (used for substitutes), under System Reports, on the SDUSD tab

OK

The student's new name will appear on the **Record Attendance** page in **PowerTeacher**.

Navigation

- Start Page
- Daily Bulletin
- Schedule
- Personalize
- Reports

PTG 2.8

Launch

Record Meeting Attendance: ART 1 (P) - 4(A)

Single Day Multi-Day Seating Chart Seating Chart Design

Attendance Code: (Present) Date Range: 09/03/2018 - 09/07/2018 Edit

Classes: Show Multiple Sections

Students (32)	Total		9/3 - 9/7						
	A	T	M	T	W	H	F		
Alozie, Leroy	-	-							
Blanchard, Dahlia	-	-							
Brickner, Karter	-	-							
Carignan, Aranza	-	-							
Cuen, Aaron	-	-							
Gonzales, Kyras	-	-							
Iribe, Kayle	-	-							
Jensen, Nathryn	-	-							
Jones, Parker	-	-							
Leasau, Ohester	-	-							
Legaspi, Mikah	-	-							
Magoffin, Jahir	-	-							

The student's new name appears in PowerTeacher on the Record Attendance page.

The student's new name will also appear on the **Attendance Roster** for substitutes.

Scripps Ranch High 359 Attendance Roster Report For week of 09-03-18 to 09-07-18

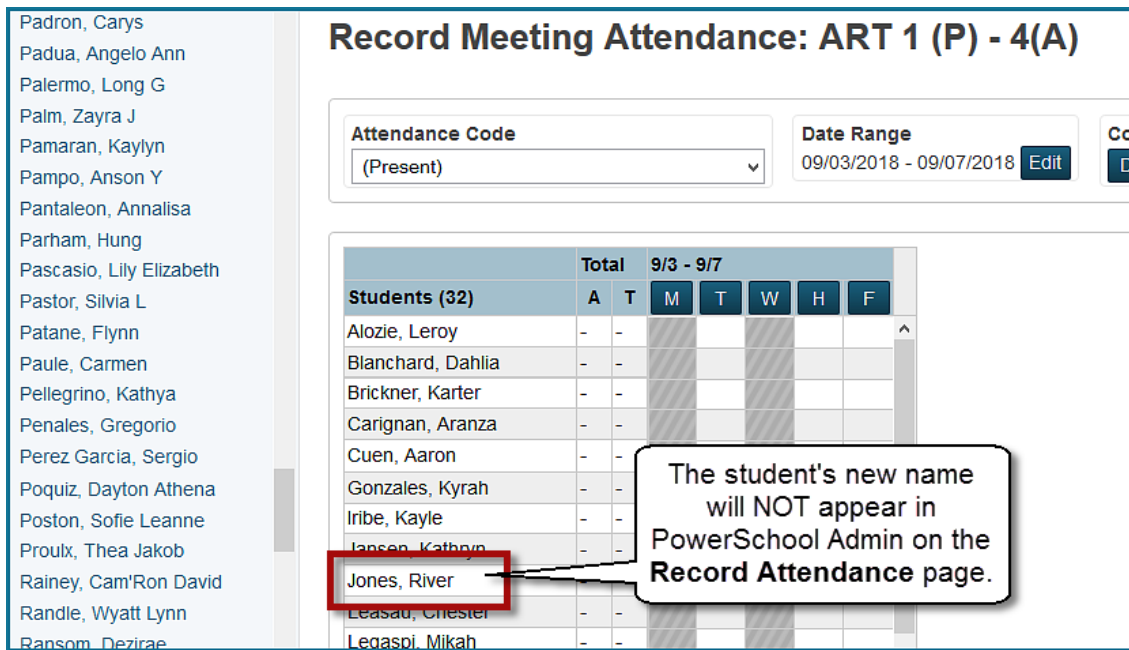
Teacher: Proulx, Thea Jakob
Class: ART 1 (P), Section 5, Term S1
Period: 4, Expression 4(A), Room 224

September 2018

Number	Name	Gender	Grade	Monday 09-03-18	Tuesday 09-04-18	Wednesday 09-05-18	Thursday 09-06-18
81503	1. Alozie, Leroy Virgilio	M	11				
304481	2. Blanchard, Dahlia Audree	F	10				
313754	3. Brickner, Karter Konner	M	10				
532022	4. Carignan, Aranza Jensen						
334193	5. Cuen, Aaron Hoa						
306989	10. Gonzales, Kyras Hayley						
46990	11. Iribe, Kayle Alexis						
61867	12. Jensen, Nathryn						
80373	13. Jones, Parker	M	11				
81228	14. Leasau, Ohester	M	11				
84005	15. Legaspi, Mikah Ivan	M	11				
57222	16. Magoffin, Jahir	M	11				

The student's new name appears on the Attendance Roster for substitutes.

IMPORTANT! The student's *new name* will **NOT** appear in **PowerSchool Admin** on the **Record Attendance** page, or when searching for the student. This is important to remember when entering attendance from a substitute Attendance roster.



Record Meeting Attendance: ART 1 (P) - 4(A)

Attendance Code: (Present) Date Range: 09/03/2018 - 09/07/2018

Students (32)	Total		9/3 - 9/7						
	A	T	M	T	W	H	F		
Alozie, Leroy	-	-							
Blanchard, Dahlia	-	-							
Brickner, Karter	-	-							
Carignan, Aranza	-	-							
Cuen, Aaron	-	-							
Gonzales, Kyras	-	-							
Iribe, Kayle	-	-							
Jansen, Kathryn	-	-							
Jones, River	-	-							
Leasau, Chester	-	-							
Legaspi, Mikah	-	-							

The student's new name will NOT appear in PowerSchool Admin on the Record Attendance page.

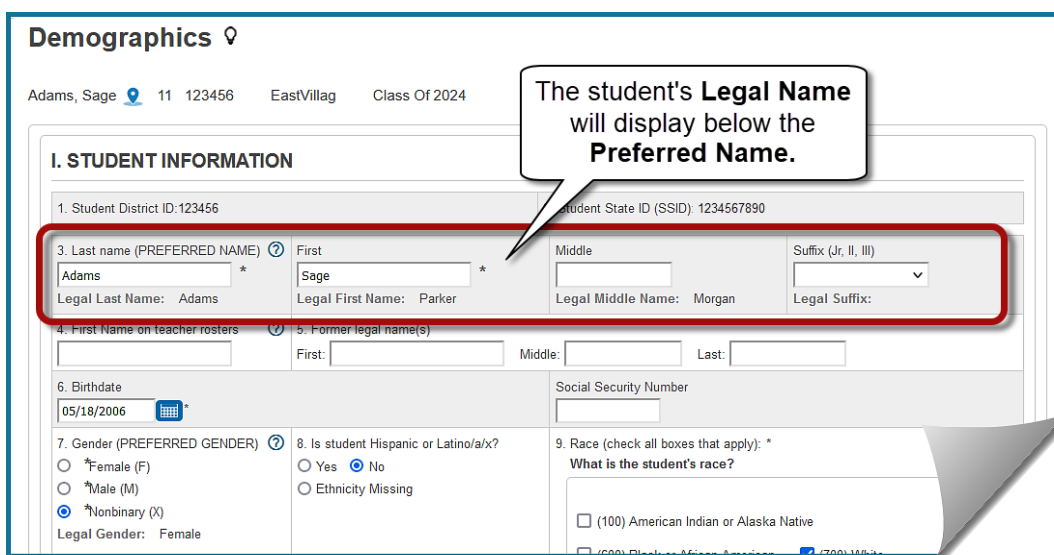
OPTION 2: Entering Preferred Name

Changes to the Preferred Name and/or Gender fields will be made by the IT Division. Power Users will need to wait until those changes are made in PowerSchool.

EXCEPTION: If the Parent/Guardian provides documentation of a **legal name change**, Power Users may enter the new information in the **Legal Name Only** field in PowerSchool. Remember to update the **Former legal name(s)** fields with the old legal name.

Once a Preferred Name and/or Gender has been entered, question 3 updates to Preferred Name, instead of Legal Name. The Legal Name will be displayed below the Preferred Name.

IMPORTANT! Student Searches must be made using the **Preferred Name**, and *not the Legal Name*.



Demographics ⓘ

Adams, Sage ⓘ 11 123456 EastVillag Class Of 2024

I. STUDENT INFORMATION

1. Student District ID: 123456 Student State ID (SSID): 1234567890

3. Last name (PREFERRED NAME) ⓘ First Middle Suffix (Jr, II, III)

Adams Sage

Legal Last Name: Adams Legal First Name: Parker Legal Middle Name: Morgan Legal Suffix:

4. First Name on teacher rosters ⓘ 5. Former legal name(s)

First: Middle: Last:

6. Birthdate ⓘ 05/18/2006 Social Security Number

7. Gender (PREFERRED GENDER) ⓘ 8. Is student Hispanic or Latino/a/x? 9. Race (check all boxes that apply): *

☐ *Female (F) ☐ Yes ☒ No What is the student's race?

☐ *Male (M) ☐ Ethnicity Missing

☒ *Nonbinary (X)

Legal Gender: Female

☐ (100) American Indian or Alaska Native

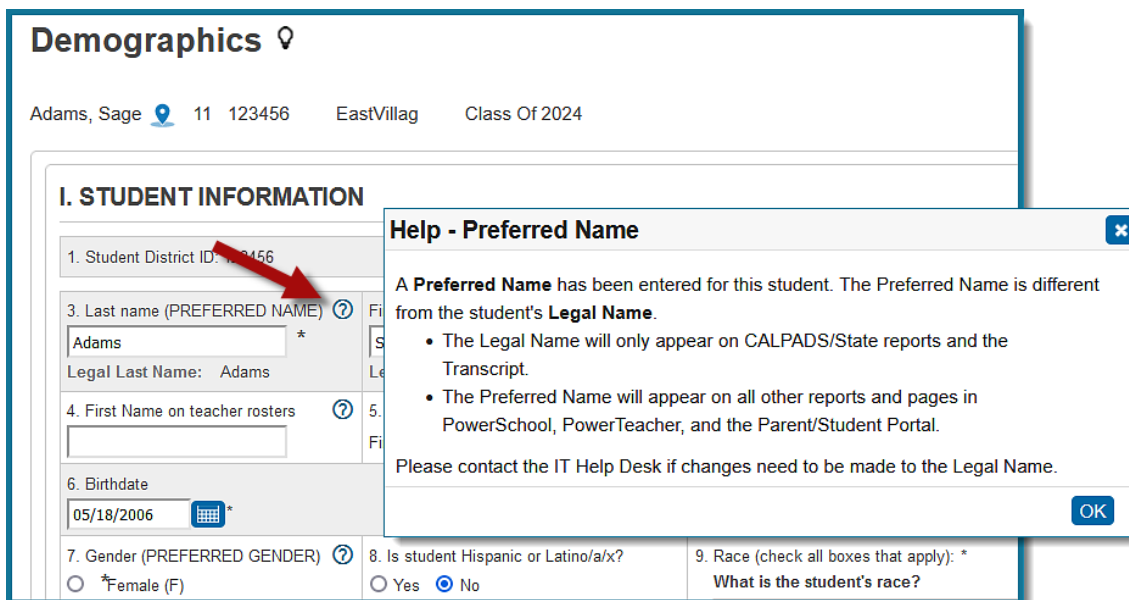
☐ (200) Black or African American

☐ (300) White

☐ (400) Asian or Pacific Islander

☐ (500) Other

HINT: Click the Help icon ⓘ for information about this field.



Demographics ⓘ

Adams, Sage ⓘ 11 123456 EastVillag Class Of 2024

I. STUDENT INFORMATION

1. Student District ID: 123456

3. Last name (PREFERRED NAME) ⓘ First Middle Suffix (Jr, II, III)

Adams Sage

Legal Last Name: Adams Legal First Name: Parker Legal Middle Name: Morgan Legal Suffix:

4. First Name on teacher rosters ⓘ 5. Former legal name(s)

First: Middle: Last:

6. Birthdate ⓘ 05/18/2006 Social Security Number

7. Gender (PREFERRED GENDER) ⓘ 8. Is student Hispanic or Latino/a/x? 9. Race (check all boxes that apply): *

☐ *Female (F) ☐ Yes ☒ No What is the student's race?

☐ *Male (M) ☐ Ethnicity Missing

☒ *Nonbinary (X)

Legal Gender: Female

Help - Preferred Name ⓘ

A Preferred Name has been entered for this student. The Preferred Name is different from the student's Legal Name.

- The Legal Name will only appear on CALPADS/State reports and the Transcript.
- The Preferred Name will appear on all other reports and pages in PowerSchool, PowerTeacher, and the Parent/Student Portal.

Please contact the IT Help Desk if changes need to be made to the Legal Name.

OK

Finding Students with Preferred Name Changes

Reports

Two sqlReports have been created to identify students with changes to their name.

To find these reports, from the Start Page, select **sqlReport4** from the left-side menu, then expand the group of **Enrollment** reports:

Different First Name on Teacher Rosters – This report lists all students where a different First Name will be displayed on Teacher Rosters.

Different Legal/Preferred Name or Gender – This report lists students where a Legal/Preferred Name or Gender have been entered in PowerSchool. The Legal Name and Gender will appear on CALPADS/State reports and the Transcript. The Preferred Name and Gender will appear on all other reports and pages in PowerSchool Administrator, PowerTeacher, and the Parent/Student Portal.

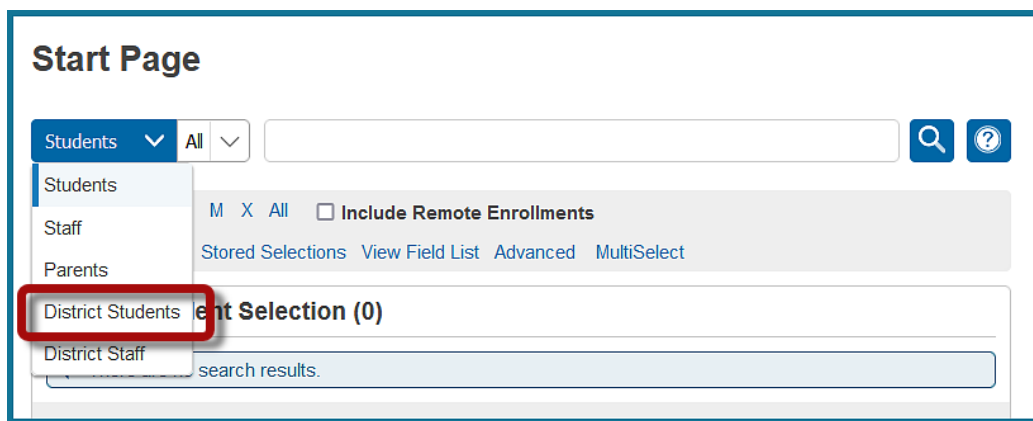
Student Search

Once the IT Division enters a student's Preferred Name, the student's name is changed in all areas of PowerSchool. To search for the student in PowerSchool, use the Preferred Name, and NOT the Legal Name.

NOTE: Keep in mind when creating a Student List, using the following fields, **Last_Name**, **First_Name**, or **LastFirst** will list the student's **Preferred Name**.

If it is necessary to find the student's Legal Name, use the **Different Legal/Preferred Name or Gender** report, or the **District Student** tab on the Start Page.

1. On the **Start Page**, select **District Students** from the search options menu

The screenshot shows the 'Start Page' interface. At the top, there is a 'Students' dropdown menu with a downward arrow, followed by 'All' and another dropdown arrow. To the right is a search bar with a magnifying glass icon and a help icon. Below the 'Students' dropdown, a menu is open, listing 'Students', 'Staff', 'Parents', 'District Students', and 'District Staff'. The 'District Students' option is highlighted with a red rectangular box. To the right of this menu, there is a section titled 'Student Selection (0)' with a search bar labeled 'search results.'.

2. Enter the **Preferred Last Name** and **First Name** of the student.
3. Click **Search**.

District Student Search

District Students ▾


Search for a student by entering information in any or all of the fields below. Students will be displayed who match **ALL** of the criteria entered.

Last Name	Adams	Student Number	
First Name	Sage	Student State ID	
Birth Date		Gender	▾
Home Phone		Grade Level	▾


Search →

On the **District Search Results** page, a note icon indicates a Legal Name is on file. Click the note icon for more information.

District Search Results

Students that matched your search criteria are displayed below. Click on the pencil icon , under the School column, to transfer the student to your school. Please note that the ability to transfer students using this method will be disabled for active students as of Friday, September 09, 2022.


Please note that since you are working at East Village Middle College HS, you will only be able to transfer active students in grade levels 9 through 12.

Students which appear with the note icon , have a different Legal Name on file at the school.

Search criteria:

- ✓ Last Name contains: **Adams**
- ✓ First Name contains: **Sage**

1 students found

Last Name	First Name	Middle Name	Student Number	Birth Date	Student	Home Phone	School	Grade Level	Enroll
Adams	Sage		123456 						


Legal Name on file

A **Preferred Name** has been entered for this student. The Preferred Name is different from the student's **Legal Name**. Select the Student Number for this student to see both the Preferred Name and Legal Name.


OK

- Click the **Student Number** to view the student's Legal Name

District Search Results

Students that matched your search criteria are displayed below. Click on the pencil icon , under the School column, to transfer the student to your school. Please note that the ability to transfer students using this method will be disabled for active students as of Friday, September 09, 2022.


Please note that since you are working at East Village Middle College HS, you will only be able to transfer active students in grade levels 9 through 12.

Students which appear with the note icon , have a different Legal Name on file at the school.

Search criteria:

- ✓ Last Name contains: **Adams**
- ✓ First Name contains: **Sage**

1 students found

Last Name	First Name	Middle Name	Student Number
Adams	Sage		123456 

Student Information — Mozilla Firefox

Student Number 123456

Last Name Adams
(Legal Last Name: Adams)

First Name Sage
(Legal First Name: Parker)

Middle Name

Birth Date 05/18/2006 (16 years 2 months)