

Kris Munro
Superintendent of
Schools

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Assistant Superintendent
Human Resources

Jim Monreal
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Business Services

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Assistant Superintendent
Educational Services



School Roster Information Change Request: Once complete, submit to School Counselor or Front Office

① Student Information as per Official Record (birth certificate, passport, etc)

Legal Last Name	Suffix	Legal First Name	Middle Name	Legal Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary
Date of Birth	Place of Birth – Name of Hospital/Facility	City	State (if US)	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

② Student Information for School Roster (preferred First Name and Gender)

Legal Last Name	Suffix	Preferred First Name	Middle Name	Pref. Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary

③ Last School Attended

The birth certificate or hospital document with legal name and gender will be maintained in the cumulative folder, as required by state regulation. 5 Cal. Code Reg. 432(b)(1), (D). (District must maintain permanent record with legal name and gender.) The permanent record will be changed if there is a legal change or gender.

Parent/Guardian Signature _____ Date _____

- ☐ I have discussed my intent to submit this request with my child's other parent/guardian (if any).
- ☐ I understand the family/student must notify the District if transcripts or other documents with legal name/gender are needed for college or financial aid applications, or any other reason.

To SCCS employees reviewing this document: Student records may only be reviewed if necessary for the performance of job responsibilities. Confidential student information shall not be shared with any other persons unless authorized by the parent/guardian or student over 18. Violation of federal and state confidentiality laws and Board policy may be cause for discipline up to and including termination. Form must be forwarded only to Lead System Support Specialist to make system changes.

Submitted by _____ Site _____
employee

Board of Trustees

Sheila Coonerty, Kevin Grossman, Kyle Kelley, Angela Meeker, John Owen, Patricia Threet, Claudia Vestal