



Form 310 - E
Protocol for Use of Preferred or Chosen Name & Gender Identity

If requested by a student or parent, the use of a preferred or chosen name instead of a legal name and gender identity will be accommodated by the District as per the Student Records Administrative Regulations and the Safe and Caring Schools Policy of the Department of Education and Early Childhood.

If requested by the student, the District will determine if consent from a parent can or should be obtained. Staff should refer to Procedure 7, Guidelines for LGBTQ Inclusive Practices, in the Safe and Caring Schools Policy when addressing such a request and discussing same with a student and/or the parent(s). Procedure 7 can be found at the following link: https://www.gov.nl.ca/eecd/files/k12_safeandcaring_pdf_guidelines_lgbtq_incl_prac.pdf. If consent cannot be obtained from a parent, or a student does not wish to seek the consent of a parent, a determination will need to be made as to whether the student's request can/should be accommodated. This will be done taking into account all relevant factors including, but not limited to, the age of the student, the maturity level of the student, the student's living arrangements (are they living separate and apart from his/her parent for example), and/or involvement of any other agencies (e.g., is the student under the care of CSSD). Such a determination would likely require consultation with the guidance counsellor, and/or educational psychologist and, potentially, legal counsel.

The preferred or chosen name and gender identity will be used on the following documents:

- K-12 Report Cards;
- General Demographics;
- Review 360 Behaviour Report;
- Principal's Monthly Attendance Reports;
- Individual Student Attendance;
- Student Support Services Data Extracts and Custom Reports; and
- Class Lists

The use of the preferred or chosen name and gender identity will also extend to other school-generated documents such as, but not limited to, the following examples:

- Programmes or documents produced by the school that lists student names;
- Sports teams lists;
- School clubs or extracurricular group lists; and/or
- Class lists/group lists used for events, e.g.,
 - field trips or excursions;
 - competitions such as music or theatre festivals, robotics competitions, spelling bees, math groups, chess clubs, etc.

The use of preferred name and gender identity cannot be used on the student legal name field in the school management software (i.e., PowerSchool), the Student Record itself (the name on

the Confidential and Cumulative Files) or any records contained in the Confidential File as per the Administrative Regulations - Student Records Policy (section 1.9):

- Custody and access or other family status documents, if applicable;
- Confidential medical reports;
- Diagnostic, cognitive, speech-language, social, psycho-educational, emotional or behavioural test results or evaluations of the student;
- Correspondence and reports from outside agencies deemed to be sensitive information;
- Documentation of suspensions.

The use of preferred or chosen name and gender identity can be used on these records only where a Certificate under the **Change of Names Act, 2009** and/or **Vital Statistics Act, 2009** is provided.

A preferred or chosen name and gender identity may be used along with the student's legal name for school-generated documents/reports that would be contained in the Confidential File (such as diagnostic, cognitive, speech-language, social, psycho-educational, emotional or behavioural test results or evaluations of the student, documentation of suspensions, etc.).