

Cambridge Public Schools Administrative Guidelines and Procedures Change in Student Name and Pronouns

As detailed in the Cambridge School Committee's Non-Discrimination on the Basis of Gender Identity Policy a student has the right to choose a name and pronoun appropriate to the student's gender identity, regardless of the student's assigned birth sex and name that appears on the student's birth certificate. Schools should accurately record and use the student's chosen name and pronouns that are consistent with the student's gender identity. Court orders are not required to update student records to reflect changes in a student's name and gender markers. Schools will work with a student and the parents/guardians/caregivers of the student if they are involved in the process or in the case of a younger student with the student and the student's parents/guardians/caregivers, to develop a plan for communicating any name and pronoun change within the school. The process to initiate a name and pronoun change is as follows:

- Students in elementary schools – The student and their parent/guardian/caregiver should email, call or go to the school clerk and request a name change form. Students in pre-kindergarten through fifth grade will need their parents/guardians/caregivers to be a part of the requesting process.

- Students in grades sixth grade through eighth grade - The student and/or their parent/guardian/caregiver should email, call or go to the school clerk and request a name change form. Students in grades 6 through grade 8 may also request that their preferred school name be used during the school day and when using online educational technology tools. Request for utilization of a preferred name will only result in an update of the student record to also include the preferred name. Parents/guardians/caregivers may opt out of their student in grades 6 through grade 8 requesting the use of a preferred name by completing an annual opt-out form.

- High school students - The student and/or their parent/guardian/caregiver should email, call or go to the school clerk and request a name change form. High school students can request a name change themselves without parent/guardian/caregiver permission. High school students may also request that their preferred school name be used during the school day and when using online educational technology tools without permission of parents/guardians/caregivers. Request for utilization of a preferred name will only result in an update of the student record to also include the preferred name.

The school clerk should make the necessary changes/updates in ASPEN to include the student's preferred name upon receipt of a completed name change form or receipt of a request by a high school student.

Policy Reference: ACA-1
Legal References: Chapter 199 of the Acts of 2011
 M.G.L. c. 76, §5

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Guidance for Massachusetts Public Schools Creating a
Safe and Supportive School Environment

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