

	<u>Presenting (masked) Name</u>	<u>Preferred Name*</u>
What is it?	I no longer wish to be associated with my previous name. Call me by my chosen name.	This is my nickname. It doesn't bother me that I sometimes hear my legal name, but I really prefer to be called something different.
Example	Legal name: Kendall; Presenting Name: Sam	Legal Name: Xavier Preferred Name: X
Report card	Presenting Name	Legal Name
Canvas and Google	Presenting Name	Preferred Name
Class List, IEP, 504, Athletic Roster, Yearbook	Presenting Name	Legal Name
Diploma	Presenting Name Discuss with counselor if differing from Transcript	Legal Name
What my parents/guardians see on most documents	Presenting Name	Legal Name
Naviance	Presenting Name, with the exception of an uploaded transcript (legal name). Talk with your counselor to navigate the college application process.	Legal Name
Standardized Tests	College Board prefers Legal Name All other exams use presenting name	Legal name on all exams
Requires Parent/Guardian Consent**	No	No

* Note that preferred name fields don't show up in many places for teachers.

**While parent/guardian consent is not required for either of these processes, a plan to inform and include families is encouraged in every situation and should be revisited regularly.

What about pronouns?

Students can select their own pronouns in Canvas and the choice will flow to Synergy that evening. Pronouns show next to student name in some places in Canvas and Synergy.

Canvas: In Teacher View: People screen, Teacher gradebook – student context card, Canvas assignment settings; and for All users: Discussion posts, Inbox messages, Small group.

Synergy for teachers: under your name in the Teacher View. You will not see your pronouns listed in the student or parent views (for Synergy ONLY). Parents and other students will still be able to see your pronouns when in Canvas as indicated in the list above.

The options for students to choose are: She/Her, He/Him, They/Them, She/Them, or He/Them. Instructions for how to share are in the Settings page of your Canvas account.

Gender

The MSRSM (Maryland Student Records System Manual) states "self-identification of a student's gender is sufficient for local school system reporting of student record information to the MSDE." The MSRSM allows students

to self-identify as 1 – male, 2 – female, or x – non-binary (student identifies as neither male or female or both). Paper copy files of your student record as well as your electronic files in the student information system (Synergy) will be updated to accurately mirror your updated information. Most prior documents such as old report cards, health documents, etc. will not be updated. Students should meet with a school counselor to initiate the change process and discuss possible implications or outcomes. Gender can be masked or changed. School staff should discuss options with you and your family.

After Graduation

Decisions you make during your time in HCPSS about your name and gender will likely have an impact on processes and documents you need and use after graduation. We will do our best not to disclose information without discussing and planning with you.

If you legally change your name, we have processes to update your documents to show this name. Please talk with your counselor if that is a process you are pursuing so we can help you think through possible places of challenge (ie. driver's license doesn't match diploma or transcript).