

**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:

The student and/or their parent/guardian/caregiver should email, call, or go to the school clerk and ask for a name and pronoun change. PreK-8 students need the parent/guardian/caregiver to be part of the requesting process. High school students can request a name and pronoun change themselves without parent/guardian/caregiver permission.

The school clerk should change the student's name in Aspen and submit a Help Desk request to have the student's name and pronouns changed in other accounts.

***Policy references:*** ACA-1

***Legal References:*** Chapter 199 of the Acts of 2011

M.G.L.c. 76, §5

603 CMR 26.00

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

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