

Student Disclosure of Identity

If a student makes a request to a licensed employee to accommodate a gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records, the licensed employee is required by Iowa law to report the request to an administrator. The school administrator receiving the report is required by Iowa law to report the request to the student's parent/guardian. This requirement also applies to all nicknames.

The district will utilize the following procedures in handling student requests for accommodations of this nature:

- Student makes a request to an employee to accommodate a gender identity, name, or pronoun other than the one listed on the student records.
- The employee notifies the building administrator of the student's request via email.
- The building administrator fills out the "Report of Student Disclosure of Identity" form, including signing and dating the form.
- The building administrator sends the completed "Report of Student Disclosure of Identity" form and the blank "Request to Update Student Identity" form to the student's parent/guardian via mail and email.
- The building administrator files copies of the forms, noting the date the form is sent.
- If the "Request to Update Student Identity" form is completed by the parent and returned, the building administrator and/or designee updates information within the student information system and attaches the document to the student records.
- If the "Request to Update Student Identity" form is completed by the parent and is returned, the building administrator and/or designee fills out the "Confirmation of Updated Student Identity" form and sends it to the student's parent/guardian via mail and email.

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