

## AP 5041 STUDENT RECORDS: PREFERRED NAMES AND GENDER

### References:

Title IX, Education Amendments of 1972, 42 U.S.C. 1681  
Ed. Code §§ 201; 210.7; 220; 66250 et seq.; 72010 et seq.  
California Code of Regulations, Title 5 § 59311  
Weathers v. Superior Court (1976) 54 Cal.App.3d 286, 288 Code  
of Civil Procedure § 1275 et seq.; § 1279.5

Riverside Community College District (the “District”) is committed to providing an inclusive, supportive and non-discriminatory learning environment for all students and to ensuring that every student has equal access to the District’s educational programs and activities. The District recognizes that some students may prefer to use names other than their legal names to identify themselves. The District further recognizes that students may wish to identify by a “preferred gender” other than their sex assigned at birth.

A “preferred name” and “preferred gender” may be used when possible on certain documents and unofficial records maintained by the District, and in situation where a legal name and gender are not required by law. The following guidelines and procedures have been established to help clarify the use of preferred names and gender at the District. Students may not use a preferred name or gender for inappropriate purposes, such as fraud or misrepresentation.

### A. Definitions

For purposes of this Administrative Procedure, the following definitions apply:

Legal Name: A name designated on official government issued documents including but not limited to birth certificates, passports, social security cards, immigration documents and identification cards or permits. In order to change a person’s legal name, a court order is required under California law.

Preferred Name: A name that a person can designate on District-related unofficial documents and records, as defined below, in place of the person’s legal name and in furtherance of their preferred gender. It is the name that the person wishes to be known or identified by, and is different from the person’s legal name.

Sex Assigned at Birth: This refers to the sex designation recorded on an infant’s birth certificate should such a record be provided at birth.

Gender Identity: This refers to an individual's internal sense of gender. A person's gender identity may be different from or the same as the person's sex assigned at birth.

Preferred Gender: The gender identity that a person wishes to designate on District related documents and unofficial records.

Official Records: Official records are those records the District is required to maintain as part of a student's permanent record and which are required, by law or District policy or practice, to contain a student's legal name.

Official records include, but are not limited to, registration documents, official and unofficial transcripts, health records, diplomas, financial aid documents, payroll records and federal immigration documents.

Unofficial Records: Unofficial records are those records which do not require a legal name. These records include but are not limited to academic and extracurricular rosters, identification badges, and District email addresses.

## **B. Official Records**

The District will change a student's name on official records when the name of the student is changed by court action, such as by a change of name proceedings. Once the District receives notice of an order changing a student's legal name, it will use the new legal name in all District records going forward to reflect the change.

## **C. Unofficial Records**

The District shall permit a student to use a preferred name and preferred gender on District-related unofficial documents and records where the use of the legal name is not required by law or District policy. Before a student's preferred name and gender will appear on unofficial records, a student must submit, to the Student Admissions and Records Office of each College as appropriate, a completed Change of Information Form.

The District shall input the student's preferred name and preferred gender, if applicable, in the appropriate fields in the District's electronic data system to indicate how the student's name and gender will appear on unofficial records. The District shall also enter the preferred name and gender as an Also Known As ("AKA") in the student's permanent records folder.

#### **D. Names and Pronouns**

Every effort should be made to use the preferred names and pronouns consisted with a student's preferences on the Request Form.

Office of Primary Responsibility: Vice President Student Services  
District Director of Compliance

---

Administrative Approval: July 30, 2018