Including Student Preferred Name and Gender in IMPACT

This document provides instructions on how administrators should include transgender and gender nonconforming students' preferred name and gender, legal name, and biological sex in IMPACT SIM. This document should be interpreted in accordance with the guidelines provided in "CPS Guidelines Regarding the Support of Transgender and Gender Nonconforming Students." Note the following:
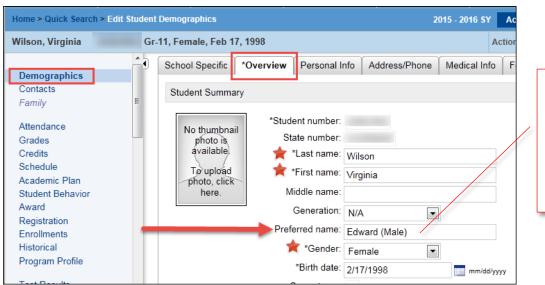
- Please be advised that students are not required to obtain a court order and/or gender change or to change their official records as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity.
- The student's preferred name and gender, legal name, and biological sex shall be added in SIM in order to inform teachers and other staff of the name and pronoun to use when addressing the student.
- Staff with the Status Coordinator or Principal role in SIM can enter and maintain this information.

Students Who Have Obtained a Court Ordered Name or Gender Change

Enter new legal name and/or sex in the *Last Name*, *First Name* and *Gender* fields provided thereby replacing the student's previous name and/or sex. Note that these fields are highlighted in the screen capture below with a star (★). Write a note in the *Legal Alert* field that student's sex was changed pursuant to court order.

Student Who Have Not Obtained a Court Ordered Name or Gender Change

The student's preferred name and gender should be entered into the *Preferred name* field in SIM, located on *the Student Demographics* page, *Overview* tab and illustrated in the screen capture below. This is the name the teachers, school administrators, faculty and employees should use to address the student. See page 2 of this document for a recommended SIM report that can be used to communicate this information.

Note that transgender and gender nonconforming students have a right to be addressed by the sex they consistently assert at school. However, in lieu of a legal order indicating a change in sex, the *Gender* field in SIM should contain the student's biological sex, as illustrated in the screen capture above.
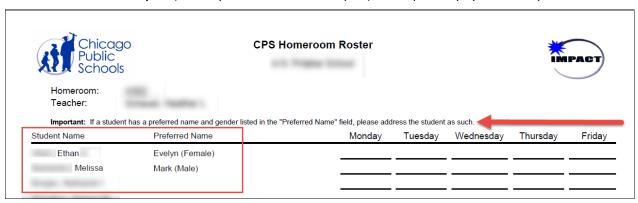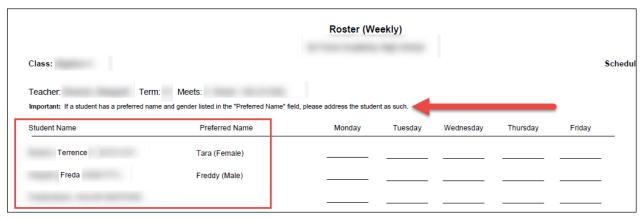
Updated Class Roster and Homeroom Roster Reports in IMPACT SIM

Effective May 2016, the two (2) roster reports listed below have been updated to now include the *Preferred Name* field. Schools are advised to use them exclusively, as they will inform staff that a student may have a preferred name and gender that should be used to address the student. As a reminder, the rosters should be used for substitute teachers to take manual attendance, as well as in the event of an emergency or field trips.

- *CPS Homeroom Roster Report* (formerly Homeroom Roster Report) – used primarily by elementary schools

- *CPS Class Roster Report* (formerly Class Roster Report) – used primarily by high schools

Generate the "CPS Class Roster – Demographics" option to Obtain List of Students with a Preferred Name and Gender:

ES and HS Staff can generate the "*CPS Class Roster – Demographics*" option in order to obtain a list of students who may have a preferred name and gender. This report is available to all roles in IMPACT SIM.
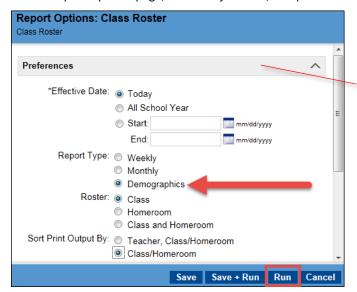
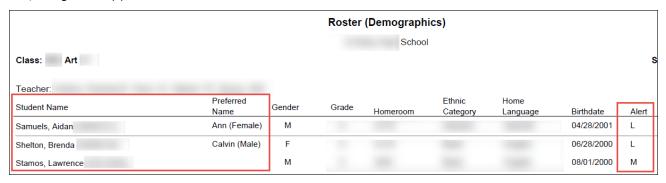1. On the horizontal *Menu bar*, under *Admin*, select *Reports*.

2. On the *School Reports* page, scroll down to *Scheduling Reports* section, and click *CPS Class Roster*.

3. On the *Report Options* page, under *Preferences*, complete the following and click *Run*:

Report Options: Class Roster
Class Roster

Preferences

*Effective Date:
- Today
- All School Year
- Start: [   ] mm/dd/yyyy
  End: [   ] mm/dd/yyyy

Report Type:
- Weekly
- Monthly
- ● Demographics ⬅

Roster:
- ● Class
- Homeroom
- Class and Homeroom

Sort Print Output By:
- Teacher, Class/Homeroom
- ● Class/Homeroom

Save   Save + Run   **Run**   Cancel

- *Effective Date*: select the desired effective date.
- *Report Type*: select ***Demographics***
- *Roster:*
  - Teachers should select the applicable radio button.
  - Administrators should select *Homeroom* option.
- *Sort Print Output By*: select the desired sort print output.

NOTE: The *Homeroom* option on this report denotes the student's *Demographics Homeroom*, located on the *School Specific* tab. If the student's *Demographics Homeroom* is set to N/A, the student will not appear on this report.

The report displays as follows. Note that there is also a column that indicates students who have a *Medical Alert* (M) and/or *Legal Alert* (L) on file.

Roster (Demographics)

_____ School

Class: ___ Art ___   S

Teacher: _____

Student Name	Preferred Name	Gender	Grade	Homeroom	Ethnic Category	Home Language	Birthdate	Alert
Samuels, Aidan _____	Ann (Female)	M					04/28/2001	L
Shelton, Brenda _____	Calvin (Male)	F					06/28/2000	L
Stamos, Lawrence _____		M					08/01/2000	M

Disclaimer: Student names and other demographic Information listed in this document are for illustration purposes only; these are not actual students.

Generate a Student ID Badge with Preferred Name in IMPACT Verify

Effective November 2016, Student ID badges can be printed with a student's preferred name. Principals should contact Carroll Jordan, Verify Program Manager for assistance at ckjordan@cps.edu or (773) 553-3536.

Request a Change to a Student's Google Email Account

Effective March 2017, a student's Google email account can be changed to the student's Preferred Name, as follows:

1. After the student's Preferred Name and Gender have been entered into IMPACT SIM, as illustrated on page 1, the Principal should contact the ITS Service Desk at 773-553-3925 and provide the following information:

   - Student's Legal Name (for example: Virginia Wilson)
   - Student's Preferred Name (for example: Edward Wilson)
   - Student's CPS ID Number

2. The ITS Service Desk will escalate the ticket to the Google team who will make this change.

3. The Principal will be notified once the change has been completed.