



Placer County Office of Education
360 Nevada Street, Auburn, CA 95603
(530) 889-8020 ♦ Fax (866) 840-2941 ♦ www.placercoe.org

Gayle Garbolino-Mojica, County Superintendent of Schools

HOW TO UPDATE YOUR NAME & GENDER ON PCOE SCHOOL RECORDS

In California, if you've changed your gender and/or name, you have the right to change your school records retroactively. Current and former students of schools run by the Placer County Office of Education (PCOE) may request changes following the procedures outlined below.

WHERE DO I SEND MY REQUEST?

Send requests directly to PCOE – you may email records@placercoe.k12.ca.us

WHAT SHOULD THE REQUEST INCLUDE?

The written request should include:

1. The information you would like updated (name, gender, or both).
2. The name of the school you attended.
3. The specific records you would like updated.
4. The email and/or mailing address to where you would like the updated records sent.
5. An identification document showing your updated name and/or gender.

WHAT DOCUMENT SHOULD I SEND TO SHOW MY UPDATED NAME AND/OR GENDER?

Include a government-issued I.D. which shows the updated information. PCOE will accept any one of the following:

1. State issued driver's license
2. Birth certificate
3. Passport
4. Social Security card
5. Court order which reflects your updated legal name and/or gender

WHAT IF I DON'T HAVE ONE OF THE GOVERNMENT-ISSUED FORMS OF I.D. LISTED ABOVE?

Other types of government I.D.s not listed above may also be accepted (i.e. if you have an updated state-issued "non-driver" I.D. card, PCOE may accept it). If you are unable to submit a copy of any government-issued updated I.D., you may instead submit a written request to PCOE to correct school records via the process outlined below:

Requests to PCOE should include the specific information which requires correction (name, gender, or both) and a statement that the current records are one or more of the following:

1. Inaccurate
2. Misleading
3. In violation of the privacy or other rights of the student

STATEMENT EXAMPLE:

(Student's Name)'s school records contain inaccurate and misleading information in violation of their privacy and other rights. I request that *(Student's Name)*'s school records (*indicate which ones*) be updated to reflect their name as *(Name)* and/or their gender as *(Gender)*.

Once the written request to correct school records is received, PCOE will notify you within 30 days whether the request has been approved or denied. If the request is denied, the decision can be appealed to the County Superintendent of Schools or Designee who must then, within 30 days, hold a private session with the person making the request.