

# Steps for Updating Skyward Student Information System – Using Affirmed Name

How the Data Specialist can enter an affirmed name (AKA) for students:

General ➡ Profile: Click on “Edit” button

The screenshot displays the Skyward Student Information System interface. On the left, a navigation menu is visible with the following sections: General, Profile, Address, Birth Hist, School Path, Vehicles, Web Access, Change Hist, FTE/Diploma, Entity, Entity Info, Obligations, Family, Emergency, Emer Info, Medicaid, and Entry/With. A blue arrow points to the 'Profile' section in this menu. The main content area shows the student's profile information, including:

- Student ID: [Redacted]
- Grad Year (Grade): 2027 (05)
- DOB (Age): [Redacted]
- Entity, School, Status: [Redacted]
- Default: [Redacted]
- Other ID: [Redacted]
- Phone: [Redacted]
- Advisor: [Redacted]

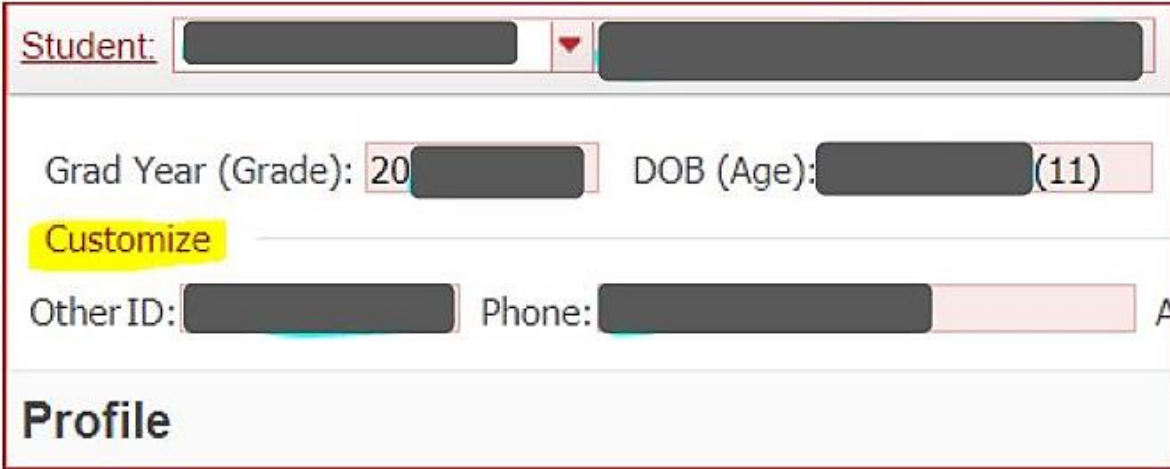
The 'Profile' section is expanded, showing 'Grade Information' and 'General Information'. The 'Grade Information' section includes fields for Grade/Grad Yr (05 2027), Advance (No), NY Grad Year (2027), Grad Req Base Yr (2027), GLO, Retain (No), Graduated (No), Entered 9th Grade, Grad Req Basis, Graduate Opt (Z), Expelled (Not Applicable), Good Cause, and Grade Prom. The 'General Information' section includes Date of Birth, Age (11), Birthdate Ver (1), Gender (Female), Spec Ed (No), Local Race (H Hispanic), Ancestry, Resident (Yes), Marital Status, Military Family (No), Transported (No), Other ID, Conv. Key, Library Card, Name, AKA, School Email, Race/Eth Ver (Individual Student), On (07/29/2014), Language (EN ENGLISH), Nat Lng (EN ENGLISH), and Lang at Home (SP SPANISH). A blue arrow points to the 'Edit' button in the right-hand sidebar of the profile section.

Enter Affirmed name in the "Name, AKA" area and save:

The image shows a web form with several sections. The top section contains a checkbox, a text field labeled "\* Last:" with a blacked-out value, and another text field labeled "Name Key:" with a blacked-out value. The middle section has a dropdown menu for "asis:" set to "Not Applicable", a dropdown for "ation:" set to "Z", a text field for "elled:" set to "Not Applicable", a dropdown for "empt:", and a dropdown for "Sts:". The bottom section includes a dropdown for "Gender:" set to "Female", a dropdown for "Ancestry:", a dropdown for "Resident:" set to "Yes", a dropdown for "Marital Status:", a dropdown for "Military Family:" set to "N - No", a text field for "Transported:" set to "No" with a question mark icon, a text field for "\* Other ID:" with a blacked-out value, a text field for "Conv. Key:", a text field for "Library Card:", a text field for "Name, AKA:" which is highlighted in yellow, and a text field for "School Email:". On the right side of the form, there are two buttons: a yellow "Save" button and a pink "Back" button. A blue arrow points to the "Save" button, and another blue arrow points to the "Back" button.

## How to customize skyward to display affirmed name (AKA):

“Name, AKA” will display in every screen in Student Management Tab. Click on “Customize” :



Student: [Redacted] [Redacted]

Grad Year (Grade): 20 [Redacted] DOB (Age): [Redacted] (11)

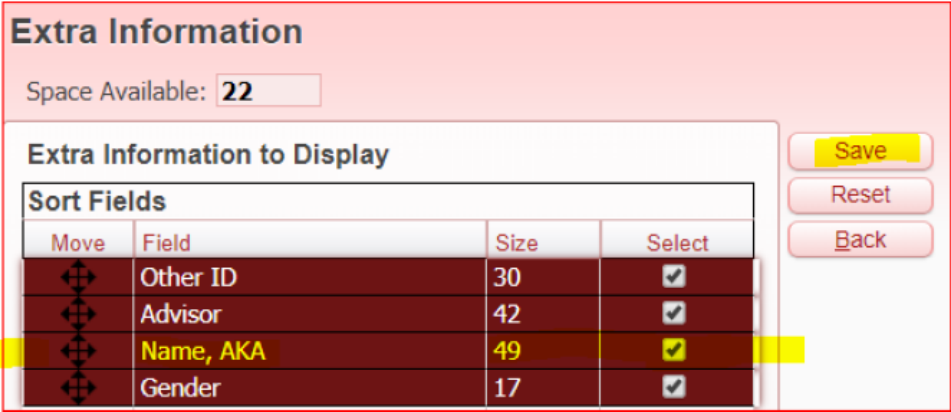
**Customize**

Other ID: [Redacted] Phone: [Redacted] A

**Profile**

There are a limited number of fields to display due to space.

Choose the field to display (“Name, AKA”) by checking in the box then save:



**Extra Information**

Space Available: 22

**Extra Information to Display**

Move	Field	Size	Select
⬆️⬆️⬆️	Other ID	30	<input checked="" type="checkbox"/>
⬆️⬆️⬆️	Advisor	42	<input checked="" type="checkbox"/>
⬆️⬆️⬆️	<b>Name, AKA</b>	<b>49</b>	<input checked="" type="checkbox"/>
⬆️⬆️⬆️	Gender	17	<input checked="" type="checkbox"/>

**Save** **Reset** **Back**

Below shows the Affirmed name (“Name, AKA”) now showing in the running bar:

The screenshot shows a student profile form with a red border. The form contains the following fields and labels:

- Student:** [Redacted]
- Grad Year (Grade):** 20 [Redacted]
- DOB (Age):** [Redacted]
- Enti** (partially visible)
- Customize** (link)
- Name, AKA:** Affirmed Name displays here (highlighted in yellow)
- Other ID:** [Redacted]

Below the form is a section header labeled **Profile**.

***Note: To protect the student’s (and parents’) rights to privacy under FERPA, ensure that the Affirmed Name (“Name, AKA”) is always used when printing class lists, substitute rosters, and all other places where the student’s name may be visible to others. This ensures that the student’s legal name (the name given to the student at birth that does not match the student’s gender identity) is not disclosed to others in violation of the student’s rights to privacy.***

## **Important Additional Information**

It is critical to have a process in place to ensure a student's affirmed name is added into skyward. Once this occurs, the name can be populated into a variety of fields so that a student is not "outed" by a student ID badge, during attendance, logging into school technology, in the yearbook, or myriad other places where students' names are communicated to others.

### **Some important considerations:**

- 1) Who at the school/district office is able to add a student's affirmed name and what is the process for a child to request this?
- 2) If adding an affirmed name is related to a student being transgender, speak with the child about who knows about their gender identity and where this name will populate, so as to not accidentally "out" a student. Be sure to have a comprehensive list of where a student's affirmed name populates outside of Skyward.
- 3) To comply with state laws, be sure a student's legal name is still used on legal documents and for state reporting (i.e. standardized tests, official transcripts, and IEP/504 Plans).

### **Sample Registration Process:**

- A. During the student registration process, student and/or parent may request that the student be called by a different name than what is stated on the student's legal records. (*School refers to this as "AKA" or "Other name" for data input purposes, but this should be referred to as the student's affirmed name in conversation.*)
- B. Registrar notifies the school counselor. School counselor will take the necessary steps to ensure affirmed name is added on skyward and that teachers are notified. Teacher then needs to make necessary changes to gradebook to reflect affirmed name on rosters and any other place the student's name is displayed. Counselor should also

notify administration and anyone else who may be interacting with the student, printing anything reflecting the student's name, or calling out the name (i.e. over the speakers for dismissal, etc.)

C. The counselor or administrator will address all other locations that still display student's legal name, including but not limited to:

- Substitute Rosters
- Skyward Reports
- Data Mining (can be customized to include affirmed name)
- Student ID badges
- Yearbook/School photos
- Labels
- Invitations
- Certificates (i.e. Honor Roll, Attendance, etc.)
- Graduation diplomas
- And anywhere else the student's name may be visible to others

## **A Note for School Districts and Staff**

A person's name and pronouns are a core aspect of their identity. For transgender students, the name and pronouns that they use may not match those assigned to them at birth. Not all students are fortunate enough to be able to obtain a court ordered legal name change and amendments to the name and gender marker on their government-issued identification documents, but these students nevertheless deserve access to a safe, supportive and affirming learning environment.

Failing to add a students' affirmed name (the name they use that aligns with their gender identity) to the student information system, and all places where the students' name is visible to others, can create an unsafe environment for the student, and risks violating the student's privacy rights by "outing" them as transgender to their peers. Transgender youth are disproportionately likely to experience bullying and harassment at school, so preventing the disclosure of the student's given name and sex assigned at birth can protect these students.

Studies have shown that 77% of transgender youth experience mistreatment at school, and 77% feel unsafe at school, which leads to school aversion, lower GPAs, dropping out, and other negative consequences. Ensuring that a student is consistently addressed using their affirmed name and pronouns is one proven way of creating a more inclusive and affirming environment in which the student can thrive and succeed.

Further, refusing to use the students' affirmed name and pronouns at school can interfere with their health. The American Medical Association states that, for transgender youth, "social transition" (living in accordance with the students' gender identity) is medically necessary. Every major medical organization in the U.S. agrees that social transition, which includes using the student's affirmed name and pronouns, is critical to the health and wellbeing of transgender youth.

Studies have demonstrated the proven benefits of creating an affirming and inclusive learning environment for LGBTQ+ youth, including higher levels of school belonging, higher levels of self-esteem, and lower levels of depression. A 2020 national survey demonstrated that transgender and non-binary youth who had their pronouns respected by all or most of the people in their lives attempted suicide at half the rate of those who did not have their pronouns respected. As such, a school's commitment to using a students affirmed name and pronouns can truly be a life saving measure.

Thank you for your commitment to providing an equal opportunity for *all* students to obtain a high quality education!