

# Eugene School District 4J

Code: **JOC**  
Adopted: 5/06/15

## Use of Legal Names

The district will enroll students using their full legal name. If there is any question about the true legal name of the child, the district shall place the burden of proof upon the custodial parent to provide documentary proof of the legal name.

Upon a documented request by the student and the parent or guardian, the district will change a student's name and/or preferred gender in the student information system. The process for handling name and gender changes is outlined in the Oregon Department of Education's Gender & First Name Change Process for Transgender Students in ODE Systems. Forms for requesting these changes are available from the district's Technology Department.

END OF POLICY

---

### Legal Reference(s):

[OAR 581-022-1670](#)