

Austin Independent School District



Dear Austin ISD Families,

We realize that many students prefer to be identified by a first name that is different from their legal first name. In Texas, upon a student's enrollment, districts are required to record the student's legal name. We are able to collect the preferred first name and use it for many of our systems, but in some cases because of legal requirements, we must report the legal first name.

We strive to be an inclusive district and we recognize the importance of self-identification to our students. We are providing this guidance to clarify how student names are listed or used throughout various AISD systems to our employees, families, students and colleges/universities.

We will continue to monitor new systems the district purchases or programs to allow a student's preferred first name to be used if legally allowed.

The format of a student's name in many of these systems will be one of the following examples when the preferred first name is different from the legal first name. In the examples below, Bill is the student's preferred first name. William is the student's legal first name. · William (Bill) Smith

- Smith, William (Bill)
- Bill Smith

The list below details some of the documents where a legal first name is *required* by law and the preferred first name will not be listed, printed or displayed:

- College exams (including but not limited to SAT/ACT/PSAT/TSI)
- College applications
- College letters of recommendation
- Official college/university transcripts
- High school diploma
- Career and technology certifications
- Texas state exams (STAAR, EOC, TX-KEA, ISIP, etc.)
- Sports / UIL-specific items (e.g. varsity eligibility forms, UIL solo events, etc) Student email

addresses default to the student's legal name and can be updated by request.

The student's preferred first name (ex. Bill Smith) will be reflected on substitute rosters, in BLEND and in digital textbooks.

Please see our website for more information: <https://www.austinisd.org/respect-for-all/resources/name>. Thank you.