

Administrative Procedure 160 - Appendix

PARENTAL NOTIFICATION AND CONSENT PROCESS PRIOR TO THE USE OF PREFERRED NAMES OR PRONOUNS BY STAFF

Background

There may be circumstances where a Student wishes to use a gender based preferred name and/or modify pronouns associated with their name, either informally, or formally in PowerSchool. This procedure outlines the process which is to be followed based on the circumstances of the request. These circumstances are referred to as scenarios. For Students under the age of 18, the requested gender-based name and/or pronouns may not be used by staff until the appropriate notification or consent has occurred. For Students 18 years of age or older, or for Independent Students, Parental consent or notification is not required.

Procedures

1. Division responsibilities

1.1 The Division shall:

- 1.1.1 Allow for student records to reflect the preferred name of Students (i.e. report cards, IPPs, class lists and teacher reports) following the completion of processes noted below;
- 1.1.2 Ensure that gender designations only appear in administrative databases (ie. PowerSchool) following the completion of the processes noted below; and,
- 1.1.3 Support schools in an advisory capacity as requested in cases requiring special considerations for Students;

2. School Responsibilities

- 2.1 When a Student aged 15 and under makes a request to be referred to by a new gender-related preferred name or pronouns, the Principal shall refer to Scenario 3 to determine the process to notify the Student's Parent and seek consent.
- 2.2 When a Student aged 16 or 17 makes a request to be referred to by a new gender-related preferred name or pronouns, the Principal shall refer to Scenario 4 to determine the process to notify the Student's Parent.
- 2.3 When the Principal believes that notification as outlined in articles 2.1 and 2.2 is reasonably expected to result in harm to the Student, the Principal shall refer to Scenarios 5, 6, 7 or 8 depending on the Student's age and risk to ensure the Student receives assistance prior to parental notification.
- 2.4 When a Student aged 18 or over or when an Independent Student makes a request to be referred to by a new gender-related preferred name or pronouns, the Principal shall refer to Scenarios 9 and 10 to ensure that the Student's privacy is maintained.
- 2.5 Modifications made as a result of actions in 2.1 and 2.2 and 2.4 must also be recorded appropriately in the Student Information System (PowerSchool) if requested.
- 2.6 If, at any point in this process a Student indicates that they have the intent to self-harm or are suicidal, the Principal shall initiate the Internal Suicide Prevention Protocol.

Providing Notice and Obtaining Parental Consent for Division use of Gender-Based Preferred Names and/or Pronouns

The following scenarios outline the notification and consent requirements in response to requests for gender-based preferred name changes and/or pronoun changes. These changes may be informal (i.e. Parent/Student wants to be referred to verbally in a specific way) or formal (i.e. Parent/Student also wants their PowerSchool information modified.)

Parent Initiated Requests

Scenario 1: Student is registered by Parent with a gender-based preferred name or Parent adds a gender-based preferred name on verification document

- 1.1 Consent is implied as Parent completes these forms.
- 1.2 No further documentation or action.

Scenario 2: Parent approaches the school to request a gender-based preferred name or pronoun change

- 2.1 The Principal provides *Consent for Gender-based Preferred Name or Pronoun Change Form* to be completed.
- 2.2 The Principal informs staff of changes, ensures appropriate changes are made in PowerSchool.

Student Initiated Requests

Scenario 3: Student is 15 years of age or under and indicates they feel Parent is supportive

- 3.1 Parent notification and consent are required prior to the use of the gender-based preferred name and/or pronouns by staff.
- 3.2 When a Student approaches a staff member, the staff member will immediately inform the Principal.
- 3.3 The Principal meets with the Student and confirms with the Student that the Parent is supportive and the Student understands that the Principal will proceed to contact the Parent to obtain consent.
- 3.4 Upon confirmation of the above, the Principal then contacts Parent to seek consent.
- 3.5 If the Parent consents to the changes:
 - 3.5.1 The Principal sends the *Consent for Gender-based Preferred Name or Pronoun Change Form* to the Parent.
 - 3.5.2 Once the consent is signed by Parent and received by the Principal, the Principal ensures the signed consent is retained within the Student Digital Record (SDR) as an ECSD administrative document.
 - 3.5.3 The Principal informs staff of changes and ensures that the appropriate changes are made in PowerSchool.
- 3.6 If the Parent declines the changes, the Principal fills out a *Parent Declines Gender-based Name or Pronoun Change Record* and places it in the SDR as an ECSD administrative document.
- 3.7 The requested gender-based preferred name and/or pronouns are not used.
- 3.8 The Principal asks if the Student or family require any further support from Division.

Scenario 4: Student is 16 or 17 years of age and indicates they feel the Parent is supportive

- 4.1 Only Parent notification is required prior to the use of the gender-based preferred name and/or pronouns by staff. For further clarity, Parent consent is not required.
- 4.2 When a Student approaches a staff member, the staff member will immediately inform the Principal.
- 4.3 The Principal meets with the Student and confirms with the Student that the Parent is supportive and the Student understands that the Principal is required to contact the Parent in order for the gender-based preferred name and/or pronouns to be used at school.
- 4.4 Upon confirmation of the above, the Principal then contacts the Parent.
- 4.5 The Principal completes the *Notification of Request for Gender-based Preferred Name or Pronoun Change Record* and the Principal places it in the SDR as an ECSD administrative document.
- 4.6 The Principal informs staff of changes and ensures that the appropriate changes are made in PowerSchool.
- 4.7 The Principal asks if the Student or family require any further support from Division.

Scenario 5: Student is 15 years of age or under and feels that their Parent is not supportive

- 5.1 Parental notification and consent are required prior to the use of the gender-based preferred name and/or pronouns by staff.
- 5.2 When a Student approaches a staff member, the staff member will immediately inform the Principal.
- 5.3 The Principal meets with the Student and confirms with the Student that they feel their Parent is not supportive and the Student understands that the Principal must contact the Parent to obtain consent prior to the use of a gender-based preferred name and/or pronouns by staff.
- 5.4 The Principal initiates supports such as a Teacher Counsellor, Family School Liaison Worker, Mental Health Specialist for the Student.
- 5.5 The Principal monitors the progress of the Student supports.
- 5.6 Only when the Student indicates that they are comfortable initiating a Student-Parent-School conversation:
 - 5.6.1 The Principal must contact Parent to obtain consent.
 - 5.6.2 If the Parent consents to the changes:
 - 5.6.2.1 The Principal sends the *Consent for Gender-based Preferred Name or Pronoun Change Form* to the Parent.
 - 5.6.2.2 Once the consent is signed by the Parent and received by the Principal, the Principal ensures the signed consent is retained within the SDR as an ECSD administrative document.
 - 5.6.2.3 The Principal informs staff of changes and ensures appropriate changes are made in PowerSchool.
 - 5.6.3 If the Parent declines the changes, the Principal fills out *Parent Declines Gender-based Name or Pronoun Change Record* and places it in the SDR as an ECSD administrative document.
 - 5.6.4 The requested gender-based preferred name and/or pronouns are not used.
 - 5.6.5 The Principal asks if the Student or family require any further support from Division.
- 5.7 If the Student continues to decline parent notification:
 - 5.7.1 No notification is given to the Parent.
 - 5.7.2 The Principal contacts School Operation Services (SOS) for guidance.
 - 5.7.3 SOS convenes a collaborative team¹ to determine next steps and supports for the Student.
 - 5.7.4 The requested gender-based preferred name and/or pronouns are not used.

¹ May include additional members of School Operations Services; Director, Inclusive Education; Manager, Creating Communities of Belonging; Division Chaplain(s), Indigenous Learning Services, General Counsel and other supports as required.

Scenario 6: Student is 15 years of age or under and feels that the Parent is not supportive and the Student may be at risk for harm in the family

- 6.1 Parental notification and consent are required prior to the use of the gender-based preferred name and/or pronouns by staff.
- 6.2 When a Student approaches a staff member, the staff member will immediately inform the Principal.
- 6.3 The Principal meets with the Student and confirms with the Student that the Parent is not supportive and the Student understands the Principal will have to contact a Parent to obtain consent prior to the use of the gender-based preferred name and/or pronouns by staff.
- 6.4 If the Principal determines that the Student is at risk with the family as a result of the conversation, the Principal immediately contacts SOS for guidance.
- 6.5 SOS convenes a collaborative team² to determine the next steps and supports for the Student.

Scenario 7: Student is 16 or 17 years of age and feels that the Parent is not supportive

- 7.1 Only Parent notification is required prior to the use of the gender-based preferred name and/or pronouns by staff. For further clarity, Parent consent is not required.
- 7.2 When a Student approaches a staff member, the staff member will immediately inform the Principal.
- 7.3 The Principal meets with the Student and confirms with the Student that the Parent is not supportive and the Student understands that the Principal is required to contact Parent in order for the gender-based preferred name and/or pronouns to be used at school.
- 7.4 The Principal initiates supports, such as Teacher Counsellor, Family School Liaison Worker, Mental Health Specialist for the Student.
- 7.5 The Principal monitors the progress of Student support.
- 7.6 Only when the Student indicates that they are comfortable initiating a Student-Parent-School conversation:
 - 7.6.1 The Principal must contact the Parent to provide notification.
 - 7.6.2 The Principal completes the *Notification of Request for Gender-based Preferred Name or Pronoun Change Record* and places it into the SDR as an ECSD administrative document.
 - 7.6.3 The Principal informs staff of changes, ensures appropriate changes are made in PowerSchool.

² May include additional members of School Operations Services; Director, Inclusive Education; Manager, Creating Communities of Belonging; Division Chaplain(s), Indigenous Learning Services, General Counsel and other supports as required.

- 7.6.4 The Principal asks if the Student or family require any further support from Division.
- 7.7 If the Student continues to decline a Student-Parent-School meeting:
 - 7.7.1 No notification is given to the Parent.
 - 7.7.2 The Principal contacts SOS for guidance.
 - 7.7.3 SOS then calls together collaborative team² to determine next steps and supports for the Student.

Scenario 8: Student is 16 or 17 years of age and feels that the Parent is not supportive and the Student may be at risk for harm in the family

- 8.1 Only Parent notification is required prior to the use of the gender-based preferred name and/or pronouns by staff. For further clarity, Parent consent is not required.
- 8.2 When a Student approaches a staff member, the staff member will immediately inform the Principal.
- 8.3 The Principal meets with the Student and confirms with the Student that the Parent is not supportive and the Student understands that the Principal is required to contact the Parent in order for the gender-based preferred name and/or pronouns to be used at school.
- 8.4 If the Principal determines that the Student is at risk with the family as a result of the conversation, the Principal immediately contacts SOS for guidance.
- 8.5 SOS then calls together a collaborative team to determine the next steps and supports for the Student.

Scenario 9: Student is 18 years of age or older

- 9.1 No Parental notification or consent is required prior to the use of a gender-based preferred name and/or pronouns by staff.
- 9.2 When a Student approaches a staff member the staff member will immediately inform the Principal.
- 9.3 The Principal meets with the Student and determines if the Student wants the name or pronoun change to be reflected in PowerSchool and in their documents. The Principal informs the Student that their Parent will see the changes in PowerSchool.
 - 9.3.1 If the Student decides to proceed with the name or pronoun change in PowerSchool the Principal has the Student complete the *Consent for Gender-based Preferred Name or Pronoun Change Form*.
 - 9.3.1.1 The Principal informs the staff of the changes and ensures the changes are made in PowerSchool.
 - 9.3.1.2 The Principal asks the Student if they require any further supports.
 - 9.3.2 If the Student decides not to make the change official in PowerSchool.
 - 9.3.2.1 The Principal informs staff of the changes and the privacy limitations.

9.3.2.2 The requested gender-based name and/or pronouns are used by staff but not included in any documents.

9.3.2.3 The Principal asks the Student if they require any further supports.

Scenario 10: Student is 16 or over and declared Independent

10.1 No Parental notification is required.

10.2 When a Student approaches a staff member, the staff member will immediately inform the Principal.

10.3 The Principal meets with the Student and has the Student complete the *Consent for Gender-based Preferred Name or Pronoun Change Form*.

10.4 The Principal informs staff of the changes and ensures that the appropriate changes are made in PowerSchool.

10.5 The Principal asks the Student if they require any further supports.

Scenario 11: A Student of any age is working with a Teacher Counselor, Mental Health Therapist, or Family School Liaison Worker with respect to their gender identity and no name change or pronoun change is requested.

11.1 The Principal does not need to be informed and service to Student continues.

11.2 If the Student initiates a request for gender-based name or pronoun change:

11.2.1 The staff member immediately notifies the Principal.

11.2.2 The Principal refers to the appropriate scenario for their response.

Scenario 12: A Student of any age is using a gender-based preferred name and/or pronouns on or before August 31, 2025, and their Parent is aware.

12.1 No further notification or consent is required.

Scenario 13: A Student of any age is informally using a gender-based preferred name and/or pronouns on or before August 31, 2025, and their Parent is unaware.

13.1 No Parental notification or consent is required unless a request is made for staff to use the gender based preferred name and/or pronouns.

13.2 The Principal will check with the Student to see if supports are necessary to bridge Parental involvement.

Adopted: August 27, 2025

Reference: Education Act, Sections 3, 11, 31, 33, 35.1, 36, 37, 42, 43, 44, 51, 52, 53, 54, 55, 58.1, 196, 197, 222
Administrative Procedure 172- Equity, Diversity, Inclusion and Anti-Racism: Reporting of and Responding to Discrimination and Racism
Administrative Procedure Fairness and Safety in Sport Alberta Bill of Rights
Alberta Human Rights Act
Access to Information Act
Protection of Privacy Act Occupational Health and Safety Act

1411-3125-0456, v. 1



Canadian Charter of Rights and Freedoms
Criminal Code
Catechism of the Catholic Church
Episcopal Commission for Doctrine (2011) – Pastoral Letter to Young People on Chastity
Council of Catholic Superintendents of Alberta (CCSSA), a Pastoral Approach to Supporting and Guiding
Students in Inclusive Communities – Gender Identity and Expression.