

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

Adding a Student's Affirmed Name in FOCUS:

## Adding a Student's Affirmed Name in FOCUS

1. Sign-in to Focus
2. Search students name
3. Demographic page should visible or can be found on the left side of the screen.
4. Type in the students Affirmed First Name (Badge Usage) (see below)
5. You will also need to add the same name below (Nickname or Affirmed Name (Teacher View))



The screenshot shows the 'Demographic' page in the FOCUS system. The page has a 'Print a Form/Letter' button in the top right corner. The form contains several fields: 'Do Not Enroll' (checkbox), 'LCP Continuing Student' (checkbox), '\* Birthdate' (text field with '14 years 1 month' entered), 'Location of Birth', '\* Country of Birth' (dropdown menu with 'United States (US)' selected), '\* Birth Date Verification' (dropdown menu with 'Certified Copy of Birth Certificate (1)' selected), 'Affirmed First Name (Badge Usage)' (text field, highlighted with a red arrow), 'Nickname or Affirmed Name (Teacher View)' (text field), and 'Former Name' (text field). There are question mark icons to the left of the 'Affirmed First Name', 'Nickname or Affirmed Name', and 'Former Name' fields.

Please inform **all** teachers they will need to update the Teacher Preference to show Student Nicknames and Affirmed name (see Changing Teacher Preferences). This will change the name the teacher sees in their grade book.

**Names and Pronouns:** School staff should address students by their affirmed and/or chosen name and pronouns that correspond to their gender identity, regardless of whether there has been a legal name change. Upon request, the chosen name and gender should be included in the district's information management systems, in addition to the student's legal name. These changes inform all staff, including substitute teachers, of the name and pronoun to use when addressing the student, and help avoid inadvertent disclosures. Once an Affirmed Name is entered into Focus in the Affirmed First Name (Badge Usage) field, all network logins will generate using the student's Affirmed Name.

*^ Best Practice policy for use of affirmed name and pronouns, sample selected from one Florida County's LGBTQ Student Support Guide*

**Next Steps:**

The first field (below) can be used in the software when they want the affirmed name used in the application (like their badge) or when they request data they need to pull. The second field (below) is for the teachers. If the teacher sets their preference, they can see "nickname" or "affirmed name" instead of the student's legal name. This applies, for example, in the FOCUS gradebook or when taking attendance.

_____
Affirmed First Name (Badge Usage)
_____
Nickname or Affirmed Name (Teacher View)
_____

**The following pages explain changing administrative/data entry preferences, changing teacher preferences, printing class lists, and uploading/finding Student Support Plans in FOCUS.**

## Changing Administer/Data Entry Preferences to Display Affirmed Name:

### Changing Administer/Data Entry Preference to Display Affirmed Name

Before printing the substitute list you will have to change your preference to ensure the Affirmed Name is shown.

1. Sign-in to Focus
2. Click on the Users Tab on the top of the screen
3. Click on the Student Listing Tab
4. Change the Student Name Format to Last Name, First (Nickname)

The screenshot shows the 'Users' tab selected in the top navigation bar. Below it, the 'Student Listing' sub-tab is active. The 'Student Name Format' dropdown menu is open, showing the following options:

- Filter
- Last Name, First Name Middle
- First Name Middle Last Name
- Last Name, Nickname
- Last Name, First (Nickname)

The 'Last Name, First (Nickname)' option is highlighted in blue. Other settings visible include 'Student Sorting' (Name), 'File Export Type' (Tab-Delimited (Excel)), and various search and display options.

**^ The options on the Student Name Format drop down menu are:**

“Last Name, First Name Middle”

“First Name Middle Last Name”

“Last Name, Nickname”

“Last Name, First (Nickname)”

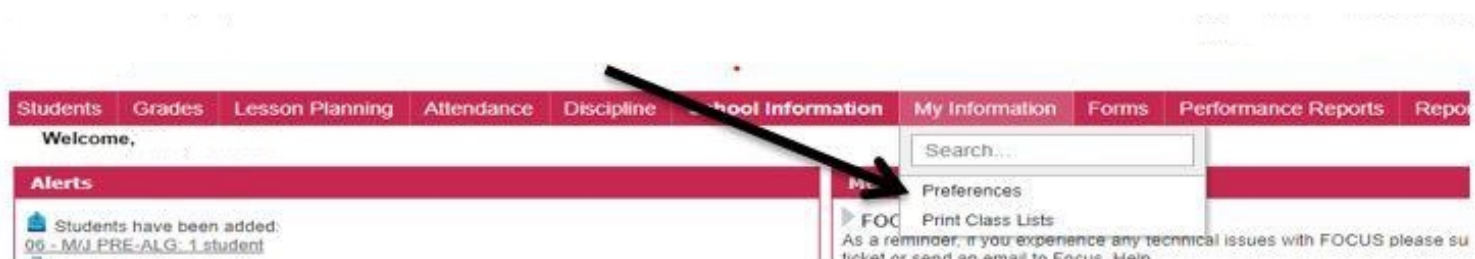
***To protect the student’s (and parents’) rights to privacy under FERPA, choose the option that does not include the legal name (the name given to the student at birth that does not match the student’s gender identity) whenever possible and in all non-official records and communications.***

***Avoid using middle name, particularly if the middle name reflects the name and sex assigned at birth (i.e. a transgender male student with a typically feminine sounding middle name, or a transgender female student with a typically masculine sounding middle name).***

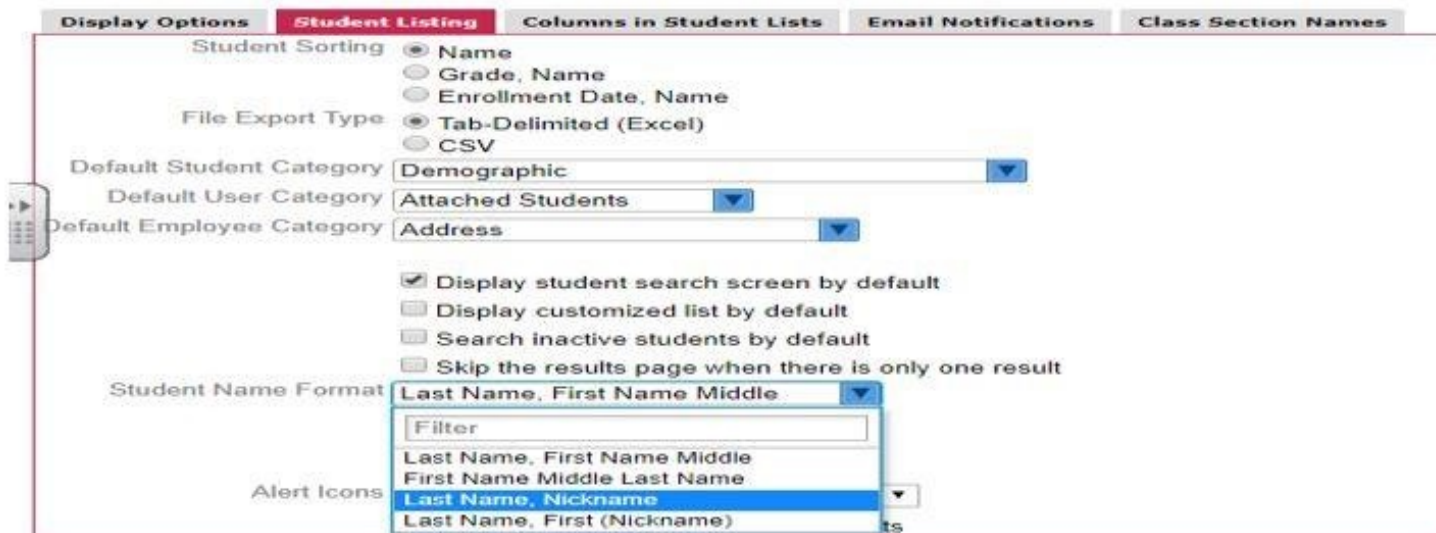
## Changing Teacher Preferences in FOCUS:

### Changing Teacher Preferences in Focus to Display Affirmed Name

1. Sign-in to Focus
2. Click on the My Information tab at the top of the Focus screen
3. Click on Preferences



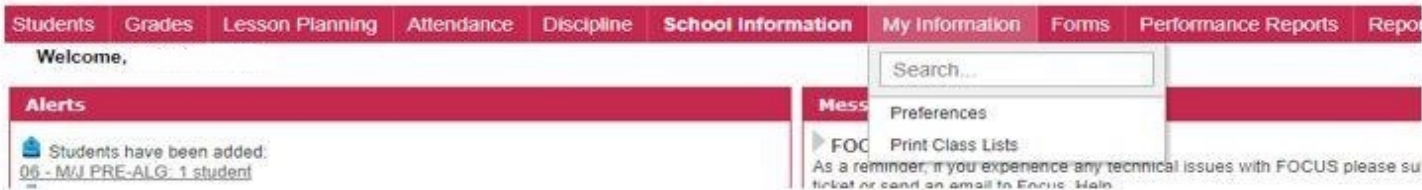
4. Click on Student Listing
5. Under the Student Name Format click on the drop down
6. Choose Last Name, Nickname



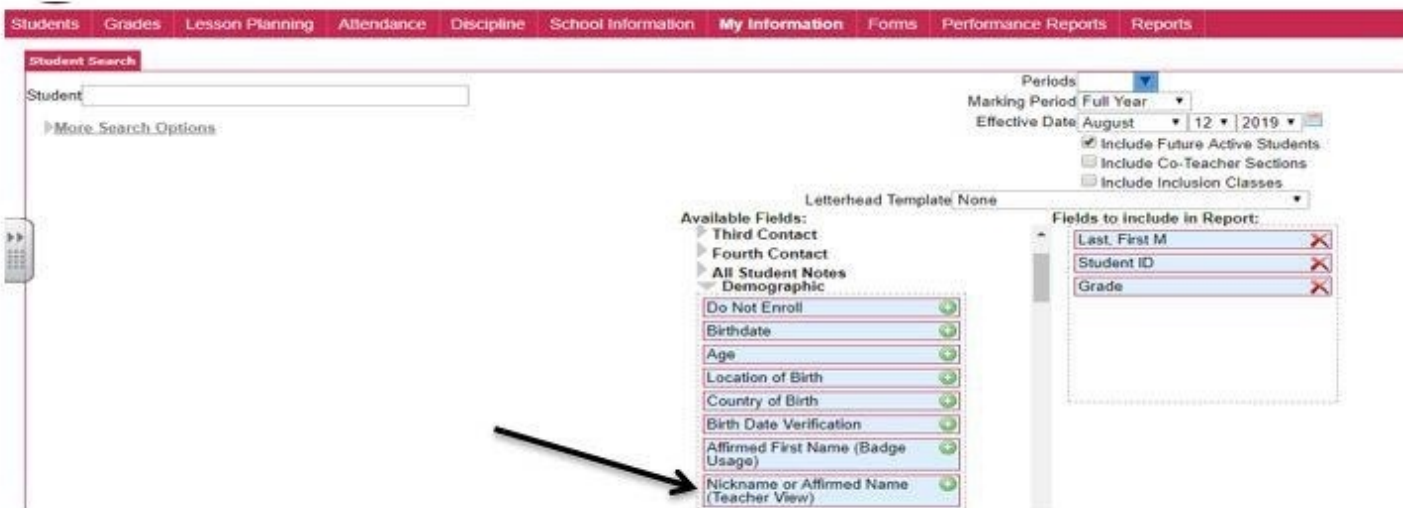
## Printing Class List with Affirmed Name: (*\*Critical process to follow when there is a substitute teacher\**)

### Printing Class List with Affirmed Name-Teacher

1. Sign-in to Focus
2. Click on the My Information tab at the top of the Focus screen
3. Click on Print Class Lists



4. Under the Demographic move the Nickname or Affirmed Name box to the Report Field
5. Delete the Last, First M
6. Run Report and Print



## Uploading & Finding the Transgender Student Support Plan in FOCUS:

### Uploading/ Finding the Support Plan in FOCUS

#### Uploading the Support Plan

1. Sign-in to Focus
2. Search students name
3. Demographic page should visible or can be found on the left side of the screen
4. Hover your mouse over the No Files section of the Gender Non-Conforming Support Plan
5. Click on upload and attach the Gender Non-Conforming Support Plan
6. Once uploaded click SAVE

Demographic	
Do Not Enroll	✖
* Birthdate	
Location of Birth	
* Country of Birth	United States [US]
* Birth Date Verification	Certified Copy of Birth Certificate [1]
? Affirmed First Name (Badge Usage)	
? Nickname or Affirmed Name (Teacher View)	
? Former Name	
Name Suffix	
Received Yellow Card	✖
? Yellow Card Last Updated Date	
* Gender	M - Male
? Gender Non-Conforming Support Plan	No Files

#### Finding the Support Plan

1. Sign-in to Focus
2. Search students name
3. Demographic page should visible or can be found on the left side of the screen
4. Locate the uploaded document under Gender Non-Conforming Support Plan (see above)

## **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!