

# CHANCELLORS RECOMMENDATIONS

## In accordance with AB 2315, the Chancellor's Office recommends:

- Provide a clear process, potentially including a form, for students and employees to update their preferred names without requiring legal documentation
- Ensure access to post-registration name and gender change forms, available online, in-person, accessible, and in alternative formats for students who need them.
- Actively outreach to students with a name and/or gender change to inform them of additional no-cost changes they can make to their student ID card, transcript, college-issued student email address, and class roster without legal documentation.

**SOURCE: CALIFORNIA COMMUNITY COLLEGE CHANCELLORS OFFICE**