**Preferred names in the legacy system: Recommendation to WSSSC**

Issues:

1. Legacy does not allow for preferred names
2. Trans\* students often want to use a name consistent with gender identity that may not match legal name
3. International students often request a preferred name
4. Survivors of DV may prefer an alternate name for protection purposes

Guiding principles:

* Support and affirm the diverse needs of our students
* Ensure equity for potentially marginalized populations
* Maintain the integrity of records that may need to be shared among other agencies (transcript retrieval, VA reporting, etc)
* Comply with Title IX and other regulations
* Practice consistency in information collection and record keeping among colleges
* Reduce stress and burden on the student for repeating the process in multiple places on a single campus or multiple campus

Taskforce:

* Created at the Fall WSSSC meeting (October 13/14, 2016). Membership:
	+ Ruby Hayden, VP Student Services, Lake Washington Institute of Technology
	+ Deb Gilchrist, VP Learning and Student Success, Pierce College - Ft. Steilacoom
	+ David Larsen, Dean of Enrollment and Completion, Green River College
	+ Kathy Rhodes, Dean of Enrollment Services/Registrar, North Seattle College
	+ Cheryl Fritz, Associate Director of Financial Aid, Wenatchee Valley College
* Conference calls on 12/9/2016, 12/29/2016, and 1/31/2017

Options Discussed:

1. Create a new field in Legacy so that we have space for preferred name and legal name
2. Create a process that clearly describes when/where does a legal name show up when/where does a preferred name show up.
3. Identify an existing field in SMS like the alternative address field that can be recoded for preferred name
4. Manually put preferred name in canvas
5. Put preferred name in parentheses after first name (this field needs to be longer for this to work well)

Input from SBCTC-IT (Juanita Morgan):

* Legacy recoding possible (140 hour project); likely by end of Spring 2017; no cost to colleges
* In ctcLink students are allowed to update the preferred name in Student Center.

**Formal Recommendation:**

* Request SBCTC- IT to:
	+ Create a new table in legacy with a Preferred Name field for manual entry
	+ The preferred name field on this table will be accessible by DataX and the field can be used with other campus systems just like other fields
	+ This project includes modifying instructor briefcase so preferred name will show up on class rosters
	+ This project includes modifying CANVAS integrators so preferred name will show up in CANVAS shells
* Request SBCTC-IT as a second priority when time permits to:
	+ Create the ability for students to update their preferred name with an interface like what is currently used to update addresses
	+ Update student search with a preferred name option
	+ Update Web Apps with preferred name question
* Via ARC direct all 34 colleges to:
	+ Use the preferred name option
	+ Inform students of the option to identify a preferred name, including what a preferred name is (and is not) used for, where it is (and is not) used, etc.
* Appoint the ARC representative from each college to work with their respective IT departments to insure that other college tools/systems are using the preferred name field
* Via IC to the eLearning council, request all 34 colleges to display preferred names in Canvas
* Direct all 34 colleges to display preferred names in IB
* Given the necessary implementation time for the above tasks, request an implementation deadline from WSSSC for non-ctcLink colleges