

# Intake Form: Supporting Student Gender Identity

Office of Student and Family Support and Engagement  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850  
See [MCPS Guidelines for Student Gender Identity](#)

**Instructions:** The school administrator, counselor, or psychologist should complete this form with the student. Parents/guardians may be involved if the student states that they are aware of and supportive of the student's gender identity. This form should be kept in a secure, confidential location. See distribution information on Page 2. **This form is not to be kept in the student's cumulative or confidential folders.** All plans should be evaluated on an ongoing basis and revised as needed.

## STUDENT INFORMATION

Student Name in MCPS Student Information System (Last, First, MI): \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

What is your identified name?\* \_\_\_\_\_ MCPS ID # \_\_\_\_\_

What is your identified gender?\*\*  Male  Female  X (unspecified/non-binary)  Other \_\_\_\_\_

What pronouns do you use to identify yourself in school? \_\_\_\_\_

## SUPPORT/SAFETY FOR STUDENT

Is parent/guardian aware of your gender identity?  Yes  No

Support Level: (None)  1  2  3  4  5  6  7  8  9  10 (High)

If support level is low, what considerations must be accounted for in implementing this plan?

## PRIVACY, CONFIDENTIALITY, AND DISCLOSURE

Plan for bathroom/locker use:

Plan for sports/extracurricular activities:

Other issues to be considered/addressed:

Who will be the student's "go to adult" on campus?

\* Consistent with [MCPS Guidelines for Student Gender Identity](#), the school administrator/counselor/psychologist can request that the school record keeper add the identified name in the MCPS Student Information System.

\*\* Student's indication of identified gender on this form is for confidential notification to the school ONLY. If the student requests that their gender be changed on MCPS official records, the school must follow the procedures outlined in the [MCPS Student Record Keeper Manual](#).

**PRIVACY, CONFIDENTIALITY, AND DISCLOSURE (continued)**

If this person is not available, what should student do?

What, if any, will be the process for periodically checking in with the student and/or family?

What are expectations in the event the student is feeling unsafe and how will the student signal their need for help?

**OTHER SCHOOL ACTIVITIES**

Are there lessons, units, content or other school activities during the school year to consider (health curriculum, swim unit, social justice units, name projects, dance instruction, Pride events, school dances, promotion/graduation ceremonies, etc.)?

**COMMUNICATION PLAN**

Identify staff to whom this information may be disclosed:

How public or private will information about this student's gender be?

**SUPPORT PLAN REVIEW AND REVISION**

How will this plan be monitored over time?

Form completed by (print name) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Distribution: Copy 1/School Confidential folder (in principal's office)  
Copy 2/Student Welfare and Compliance Unit, via scan to [SWC@mcpsmd.org](mailto:SWC@mcpsmd.org),  
or via pony to CESC, Room 162, in a envelope marked confidential