

## Preferred Name/Gender & Legal Name/Gender

- 1) The preferred name/gender needs to be entered on the Student Data > Demographics screen. This is the last name/first name and sex fields found on the demographics screen. Example: If student is male and identifies as female, the preferred name needs to be changed to female first name and female gender.

The screenshot shows the Aeries Student Information System interface. The user is logged in as Debbie Blakemore. The current view is the Demographics screen for student Sue Smith. The 'Last Name' field is 'Smith' and the 'First Name' field is 'Sue'. The 'Sex' field is 'F'. The 'Stu#' is 134 and the 'Perm ID#' is 900090008. The 'Age' is 19 and the 'Birthdate' is 2/21/1999. The 'Status' is Active. The 'Last Alias', 'First Alias', 'Middle Alias', and 'Birth Verif' fields are empty. The 'Residence and Mailing Address' and 'Addr. Verif' fields are also empty.

Stu#	Last Name	First Name	Middle Name	Suffix	Sex	Grd	Age	Birthdate
134	Smith	Sue			F	12	19	2/21/1999

  

Perm ID#	Last Alias	First Alias	Middle Alias	Birth Verif	Status
900090008					Active

- 2) The legal name/gender needs to be entered into the Legal Last Name, Legal First Name and Legal Gender fields.
  - 3) To do this, Click on the 'Change' button on the lower portion of the student demographics screen.
  - 4) Next click on the Show/Hide Legal Name button, also found on the lower portion of the student demographics screen. You can now enter the legal name/gender into those fields.
  - 5) Once you have that information entered, click the 'Update' button located on the lower portion of that screen to save the information.
- SIDE NOTE – If users have permission to view the legal name information, they can click on Show/Hide Legal Name to see that info without clicking on the 'Change' button. You can only add information to those fields by clicking on the 'Change' button.
  - ADDITIONAL SIDE NOTE – The Alias information is used when student (as example), has as a Korean name and they want to go by their American name. The American name is entered into the First Name Alias field, which is then visible on the students demographics screen (First Alias). It also displays on teacher rosters, gradebook, etc.

Next Schl	Next Grd	Next Tchr	Next Trk	Sched Grp	California High School Exit Exam	
(990)	13	Unassigned-Do NOT Delete (0)			ELA:	Not Taken
Next Grid Code	Next Prg	Next Prg 1	Next Prg 2		Math:	Not Taken
Next ResSchl	Next IntDist	Next TransDist				
	Blank = No					



Next Schl	Next Grd	Next Tchr	Next Trk	Sched Grp	California High School I	
990	13	Unassigned-Do			ELA:	Not Take
Next Grid Code	Next Prog	Next Prg 1	Next Prg 2		Math:	Not Take
Next ResSchl	Next IntDist	Next TransDist				



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Student Information System

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Demographics

2017-2018 Irvine Control School

Debbie Blakemore

Demographics

Sue Smith

Stu#	Last Name	First Name	Middle Name	Legal Suffix	Sex	Grd	Age	Birthdate
134	Smith	Sue			F	12	19	02/21/1999
	Legal Last Name	Legal First Name	Legal Middle Name	Legal Gender				
9000900	Smith	John		M				Delete Legal Student Information
Perm ID#	Last Name Alias	First Name Alias	Middle Name Alias	Birth Verif	Status			