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**Administrative Regulation**  
Chapter 4 – Academic Affairs

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**AR 4100.10 UPDATING DIPLOMAS, TRANSCRIPTS AND OTHER RECORDS BASED ON NAME OR GENDER CHANGES**

The District shall not charge a fee for correcting or updating a legal and/or affirmed/preferred name or gender change.

The District is not required to modify records that the student has not requested for modification or reissuance.

Affirmed/preferred name changes should be made directly by the student in their Corsair Connect portal (“View/Edit Profile” tab).

**Diplomas**

The District shall issue or reissue a diploma with the student’s affirmed/preferred or legal name upon request.

Affirmed/preferred name changes do not require legal documentation.

**Transcripts and Other Records**

The District shall reissue a transcript with the student’s updated legal name or gender change upon request.

The documentation of a student sufficient to demonstrate a legal name or gender change includes, but is not necessarily limited to, any of the following:

- State-issued driver’s license or identification card;
- Birth certificate;
- Passport;
- Social security card;
- Court order indicating a name change or a gender change, or both.

*Reference: AR 4100, 4100.1, AR 4100.2, AR 4100.3, AR 4100.4, AR 4100.5, AR 4100.6, AR4100.7, AR 4100.8 and AR 4100.9  
Education Code Sections 66055.8, 66272.41, 66746-66749, 70901, 78040-78043  
Title 5 Sections 40402-40403, 55002, 55009, 55022, 55052, 55070-72, 55250, 55270, 56032-56044 and 55060 et seq. and Assembly Bill 760*

*Revised: 12/11/01, 12/9/15, 3/2/22, 9/27/23*