

# Using a Student's Asserted Name on Assessment Score Reports

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## Overview

ODE's data systems contain two types of information for student names: Legal Name and Preferred Name. One of several reasons for use of Preferred Name is to facilitate use of a name that affirms student identity (also known as the asserted name). For some students, being required to use or see the name(s) found in their Legal Name field may cause distress or harm. See [Supporting Gender Expansive Students: Guidance for Schools](#), particularly sections [1.b.i](#), [1.c.iv](#), and [1.f.i](#), for more detailed information on student names and identity.

By default, information in the Legal Name field is printed on score reports retrieved from the Centralized Reporting System (in the OSAS Portal) and ODE district data applications such as Secure Assessment Reports 2.0. It is possible to print score reports from Secure Assessment Reports without a student name (see below).

Beginning in the 2023-24 school year, a new setting will be available called "Use Preferred Name on Student Report" to print score reports with the information found in the student's Preferred Name fields. Setting this value in the Test Information Distribution Engine (TIDE) will affect ISRs generated in the Centralized Reporting System *and* ISRs generated in ODE data applications (such as Secure Assessment Reports 2.0). Use Preferred Name on Student Report is set in TIDE individually by student.

## Populating and Curating Information in Preferred Name

Preferred Name and Legal Name fields on ISRs draw from information stored in ODE's Secure Student Identifier (SSID) system. To print ISRs using Preferred Name, the Preferred Name field(s) in the SSID system must be populated with correct information. This information may be entered directly, or it may be updated via a district student information system which interfaces with ODE data systems.

ODE's [SSID System](#) is the main student collection within the Consolidated Collections Application on the [ODE District website](#). Refer to the [SSID User Guide](#) for help with navigating this collection.

ODE recommends that districts customize the following procedure for their local context:

1. Verify who in the district monitors and updates information in the Preferred Name and Legal Name fields.
2. Confirm how and when updates are sent from the district student information system to the ODE SSID system.
3. Enter any changes to Preferred or Legal Name fields well in advance of printing any ISRs that use this information.
  - a. Allow 48 hours for a scheduled update from the student information system to take effect in ODE data systems.
  - b. Double-check any such changes to make sure the information is transmitted correctly and has been applied to the right student.

## Conditions for Use of Asserted Name

The decision to use information in the Preferred Name field on Individual Student Reports (ISRs) requires careful consideration. While only adults have the access and system permissions necessary to activate this feature, the final decision should be predicated on clear previous communication that involves the student.

Check *all* the following conditions before using Preferred Name on any student's ISR.

- The district and the student have a clear plan of support in place for the student. That plan includes the content and use of information recorded in ODE's Preferred Name field.
  - Section 1.c.iv of [Supporting Gender Expansive Students: Guidance for Schools](#) contains information about student support and safety plans that may help with decision-making.
- A clear decision has been reached by the district and the student, together with any other necessary parties, about the use of Legal, Preferred, or no name on student ISRs. All involved parties clearly understand when and how this decision may be revisited.
  - The decision is reconfirmed immediately prior to using Preferred Name. This is a good time to perform a final verification of information in the Preferred Name field, and to correct errors if any are found.
- All parties agree that a designated representative with necessary system permissions is acting on the student's behalf when they print the student's ISRs using Preferred Name. No adult will take unilateral action in this area.
- All parties have a clear understanding of district requirements and policies regarding treatment of secure or confidential student information.

## Using Preferred Name on ISRs

Use Preferred Name on ISRs modifies the information printed in the "name" fields of ISRs for the student. It has no other impacts. For example, Use Preferred Name does not change the way a student logs into a test (whether newly opened or in progress). It does not change how scoring information is displayed in ODE data systems or the Centralized Reporting System. Use Preferred Name has no impact on any accountability, reporting, or participation measures.

Use Preferred Name is set in the TIDE system via a radio button on the Student Details Page, in the Student Information panel. The button is labeled, "Use Preferred Name on Student Report" and the options are, "Yes or No." If neither option is selected, Legal Name will be used on the ISR. Setting Use Preferred Name in TIDE will also affect ISRs generated in ODE data applications. Note that Use Preferred Name reproduces information exactly as recorded in the Preferred Name fields. For example, if the Preferred Name fields are blank (or have only invisible characters, such as spaces), these blanks will be reproduced on the ISR.

Use Preferred Name applies to all ISRs for a given student. The only way to restrict Use Preferred Name to ISRs for a single test or content area is to print the desired reports, then deactivate Use Preferred Name for printing further reports. TIDE does not preserve the Use Preferred Name setting for a student across years. If a district wishes to print ISRs using a student's asserted name in a new school year—regardless of when the test was taken or if any of those ISRs were printed using the student's asserted name in a prior year—Use Preferred Name must first be set, regardless of whether it was ever set for this student before.

To the extent possible, ODE recommends updating the Preferred Name field and setting “Use Preferred Name on Student Report” to Yes prior to starting testing. If the Use Preferred Name setting is changed after starting a test, the new setting will immediately take effect on ISRs printed using CRS, but the change will only propagate into ODE systems after a full weekend has passed (Friday through Monday).

**Use Preferred Name must be set anew each school year.** Schools may wish to create a protocol for ensuring that Use Preferred Name is set each year for the appropriate students. Use Preferred Name can be set as soon as TIDE comes online for the school year (early August each year) until June 30 each year. Outside this window (i.e., during the month of July), ISRs will print using Legal Name.

To suppress student names altogether from ISRs produced in ODE data applications such as Secure Assessment Reports 2.0, use the Hide Student Name feature.

## Questions and Answers

1. What if an error is found in the Preferred Name field immediately prior to printing a score report? Is a “last minute” correction possible?
  - a. ISRs pull from current information in ODE data systems. As stated above, districts should allow 48 hours for a scheduled update from the district student information system to take effect in ODE data systems.
2. Does Use Preferred Name need to be set for every student in a district with information in the Preferred Name field?
  - a. There are many reasons why a given student might have information in the Preferred Name field. Not all of those reasons require Preferred Name to be used on student score reports. Refer to the Conditions for Use of Asserted Name above.
3. Do districts need to verify information in the Preferred Name field for every enrolled student?
  - a. Districts should verify information in the Preferred Name field for a student as part of conversations and preparations for setting Use Preferred Name. This guidance does not require districts to conduct a complete review of information in the Preferred Name field for every student in the district.

## Contact Information

Please contact the [LBGTQ2SIA+ Student Success Program](#) with questions regarding student names and identity.

Please contact your [Regional ESD Partner](#) with questions regarding the assessment system, reporting, and score retrieval.

In 2024-25, a streamlined version of this guidance will be added to the Test Administration Manual, Appendix C.