

## Pronouns and Gender

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A student's gender and preferred pronouns are stored in the student's **Details** tab. The **Gender** field on the cover page of documents as well as pronouns used in user bank values are then automatically updated based on the gender and preferred pronouns set in the **Details** tab.

Some districts have policies regarding how to update pronouns and gender. Ask your administration if there is a specific way you should maintain these items in SameGoal.

## Updating Information on the Details Tab

If a district has a demographics integration with their Student Information System, SameGoal will automatically populate the **Preferred Gender** field on a student's **Details** tab using the **Legal Gender** as set in the SIS. This information will be updated nightly if changes are made in the SIS.

SameGoal does not pull the preferred gender from the SIS, even if one is specified. SameGoal will only pull the legal gender from the SIS.

Users may manually update the **Legal Gender** and **Preferred Gender** fields on a student's **Details** tab. If preferred gender is manually set in SameGoal, it will no longer be overwritten by the nightly SIS integration.

The **Preferred Pronouns** on the **Details** tab will not be set automatically, but users can fill them out manually.

## Gender in Documents

**Gender** fields in documents have four options: Male, Female, Non-binary, and Other.

These fields will automatically populate with the **Preferred Gender** from the **Details** tab. If **Preferred Gender** is not set on the **Details** tab, a document will not pull in gender automatically and a user will need to select the gender manually.

## Pronouns in User Banks

When pronouns are used in user banks and district banks, pronouns are then automatically substituted to the appropriate gender for students.

Pronouns in user banks will substitute based on the **Preferred Pronouns** set on the **Details** tab. If preferred pronouns are not specified, user banks will substitute based on **Preferred Gender**. If neither preferred pronouns nor preferred gender are set, user banks will update based on **Legal Gender**.

## Gender in Reporting

Reports in SameGoal pull gender from a student's **Details** tab. If a student's legal gender is filled out, reports will pull the legal gender. If the legal gender is not filled out, reports will pull the preferred gender.