



Policy and Procedures

File: ACA-R

Student Requests to Use a Chosen Name (Procedures)

In accordance with the accompanying policy, the following procedures are established for addressing student non-legal name change requests. Requests to change a student's legal name or gender on their official student record are processed under regulation JRA/JRC-C.

Definitions

- **“Chosen Name”** as defined in Colorado law, is any name a student requests to be known as that differs from the student's legal name, to reflect the student's gender identity.
- **“Gender Identity”** as defined in Colorado law, means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth.
- **“Legal Name”** is an individual's legal name as it appears on official government documents such as licenses, passports, and birth certificate.

Student Chosen Name Request

A student or their parent/guardian (“parent”) may initiate the student's request to use a chosen name by contacting school staff by phone, by email, in person, or by requesting the Student Request to Use a Chosen Name Form (ACA-E).

Any staff member who receives information about a student's request to use a chosen name directly from the student will forward the information to the building principal who, in consultation with appropriate staff at the principal's discretion, which may include but not limited to the reporting staff member, the student's teacher(s), and/or a school mental health professional or counselor, will arrange to meet with the student to proactively discuss parental involvement, the student's expectation of privacy, and age-appropriate resources for support. Following this meeting, except as provided below, the school team will speak with the student's parents—either in person or via phone—before providing or sending the student's parent a copy of the Student Request to Use a Chosen Name Form in a manner that allows the school to confirm its delivery (e.g., hand delivery, Talking Points, read receipt enabled messaging, Infinite Campus Parent Portal, etc.).

In situations where the student does not want to inform their parent, the school team will determine if circumstances exist that cause the school team to reasonably believe that notifying the student's parent will put the student at risk of mental or physical harm. If those circumstance exist, the school team will contact the district's Department of Intervention and Student Support Services for further guidance. Otherwise, the school team will work with the student to develop a plan for notifying the student's parent.

Any staff member who receives information about a student's request to use a chosen name directly from the student's parent will forward the information to the building principal who, in consultation

with appropriate staff at the principal's discretion, which may include but not limited to the reporting staff member, the student's teacher(s), and/or a school mental health professional or counselor, may arrange to meet with the student and student's parent to review the Student Request to Use a Chosen Name Form and to discuss resources for support and the student's expectation of privacy.

Changes to District Information Systems and Student Records

Following receipt of a Student Request to Use a Chosen Name Form, the building principal will sign the form, as needed, before forwarding it to the district's registrar to make the requested changes to the student's profile within the district's information systems. A copy of the form will be included in the counseling documents tab of Infinite Campus. With any name change, the student's email address will be updated to reflect the student's chosen name.

A student's chosen name, legal name, and/or gender marker will appear on school and district documents as follows:

Document	Name/Gender to be Used	Exceptions
Official Transcripts	Legal Name/Gender	
Official Diploma	Legal Name	
State Assessments	Legal Name/Gender	
Health Care Plans/Medical Documentation	Legal Name/Gender	The name appearing on the student's health insurance will be listed on any health care plan or medical documentation.
IEPs/504 Plans	Chosen Name	
Report Card	Chosen Name	
Yearbooks	Chosen Name	
Student ID	Chosen Name	
All other informal documents, lists, rosters, classroom materials, etc.	Chosen Name	

Adopted: [DATE]

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